URKUND

# User manual

New Urkund

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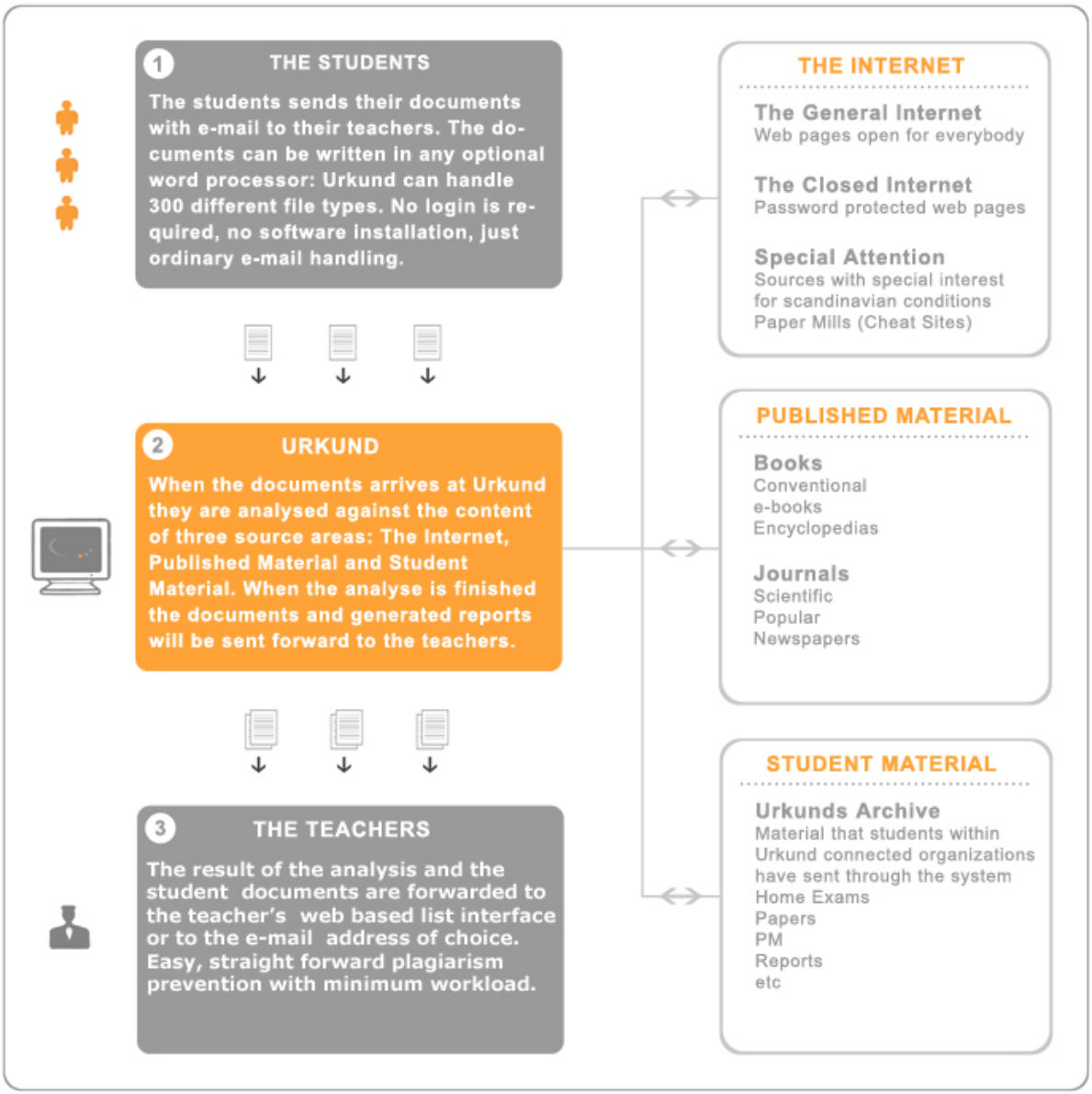
# Urkund – General Overview




Urkund offers a completely automated system designed to deal with the problem of plagiarism. In short it works by students sending their documents to their teachers by email. In transit to the teachers the documents are checked against three main sources:

The Internet, published material and documents produced by students.

If any document is found to contain similarities with any source, the system will flag this as a possible instance of plagiarism. An Analysis overview is generated and sent to the teacher. The Analysis clearly presents the information the teacher requires to decide if the text has been plagiarised or not.

**Discovery**

Urkund checks all submitted documents. This maximizes the frequency of detection. Every system or tool that requires a selection to be made has a lower level of detection.

**Three Main Sources**

Difficulty to find an original source is a major problem because it is almost always necessary to prove that a text has been plagiarized. The tree main sources; Internet, published material and student documents are vast and ever growing. In order to get the best level of detection, Urkund focuses on doing relevant selections.

**The Internet**

The Internet contains billions of pages with varying content, from material published by universities and colleges to government material, newspaper articles, books and more. There are also commercial "cheat sites"/paper mills that provide ready-made documents. Urkund covers a huge number of internet pages with particular focus on sites with educational material.

**Published Material**

This area is made up of hundreds of millions of books, encyclopaedias, scientific articles etc. Some are available electronically via certain databases; others exist only in printed versions. Urkund continuously work to extend our cooperation with publishers and other information providers to widen this area.

**Student Produced Documents**

Student documents sent via Urkund are archived to be used as source material. The great number of documents sent through the system each year by a growing number of educational organisations creates a vast and ever ground source area which aims to make it impossible for students to plagiarise other student’s material.

# Getting Started

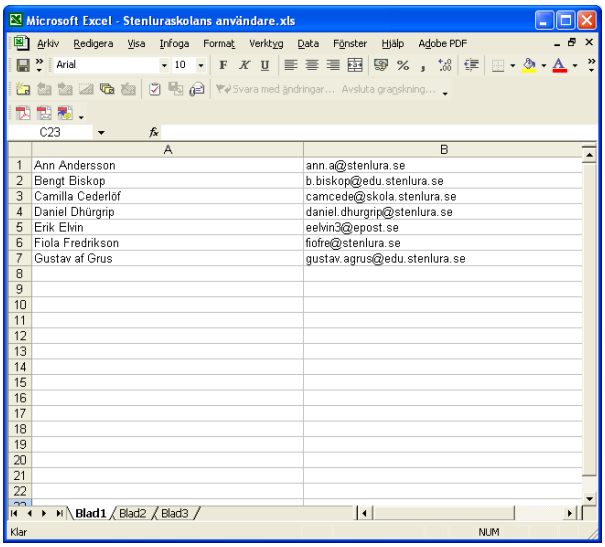
## *Create a user account: automatically or manually*

Before you can use the system you need to register a personal user account. Urkund offers your institution a quick and easy way to create user accounts for all of your teachers. This alternative is usually used when implementing Urkund but could be used at any time if you whish to add a larger number of users. After that it is more common to manually add user by user.

**Automatically**

The responsible for the central user account at Urkund in your organisation compiles an Excel document containing two columns, where one contains the e-mail addresses and the other column contains the teachers'names (surname and last name in the same column) and sends the document to Urkund.

Any additional information should be written in the e-mail and not in the Excel document.



| | A | B |
|---|---|---|
| 1 | Ann Andersson | ann.a@stenlura.se |
| 2 | Bengt Biskop | b.biskop@edu.stenlura.se |
| 3 | Camilla Cederlöf | camcede@skola.stenlura.se |
| 4 | Daniel Dhürgrip | daniel.dhurgrip@stenlura.se |
| 5 | Erik Elvin | eelvin3@epost.se |
| 6 | Fiola Fredrikson | fiofre@stenlura.se |
| 7 | Gustav af Grus | gustav.agrus@edu.stenlura.se |

If your organisation has chosen this option the responsible for your central user account will receive a confirmation letter containing all details about the user accounts. After distributing the addresses to the teachers, the system is ready to use.

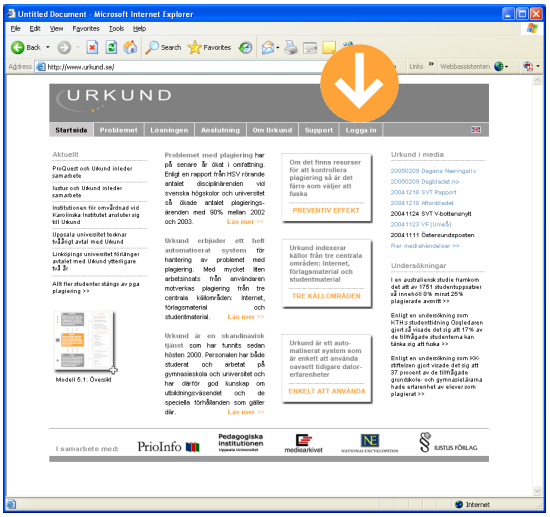
**Manually**

Any one with access to the institution's central log-in details can create a user account.

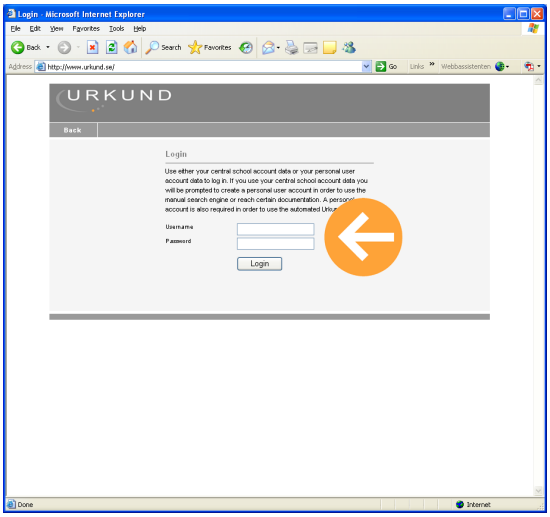
The central user account information is available through the person responsible for your institution's central user account at Urkund – our contact person. To manually register an account is an easy process and only takes a couple of minutes.

Start by going to the Urkund home page www.urkund.com. To reach the area where you administrate user accounts, you need your organisation's central log in details.  If you have not received this information, please turn to the person responsible for administrating your central Urkund account.

Once you have typed in the user name and password you click on “Login” to the right in the menu bar.




By doing this you will reach a login area. Fill in your information and click on [Login]



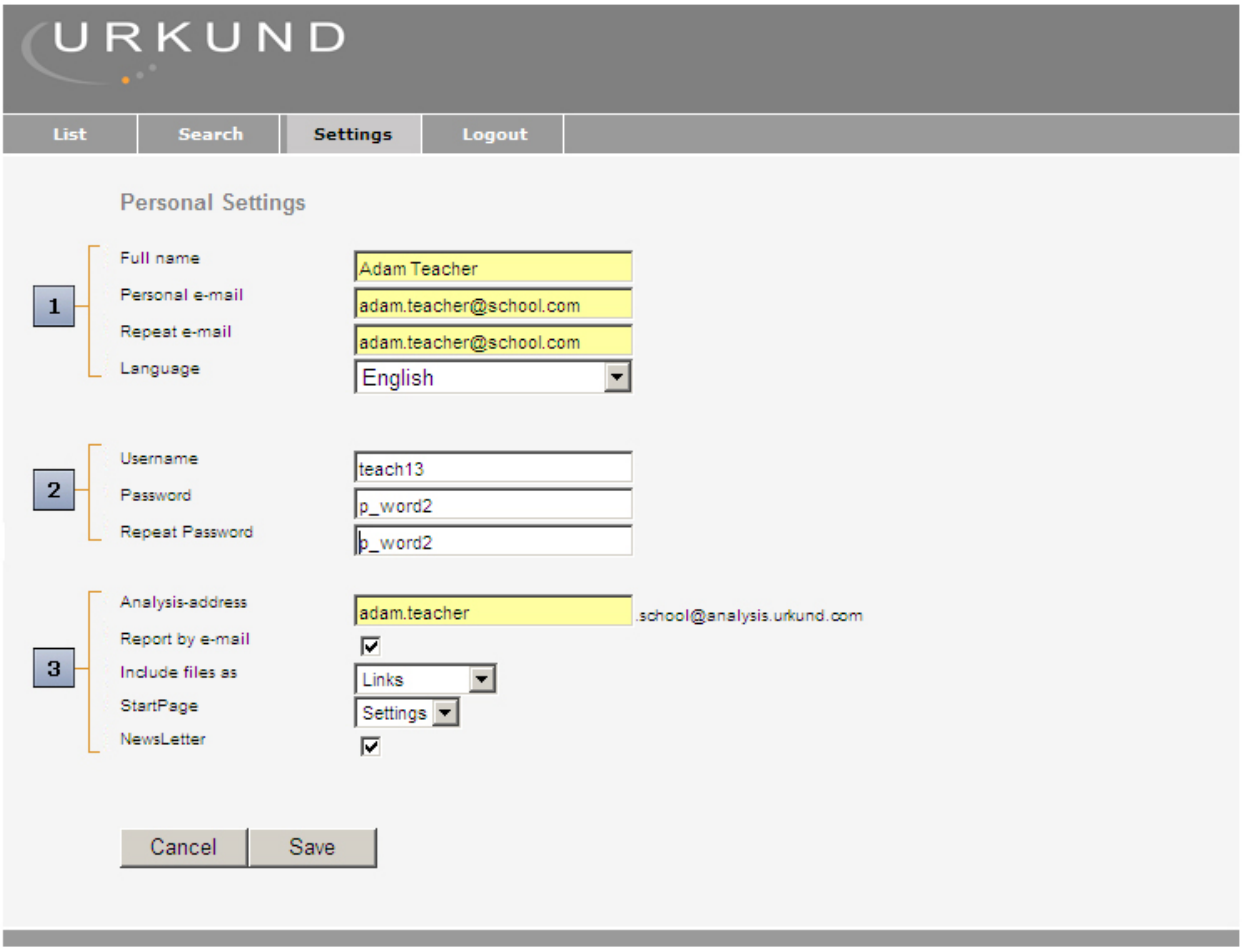

The first you will see when logging in is a registration form.

This is how you register a user account:

– Allowed characters are a-z, numbers from 0-9, hyphen, underline and full stop.

– The user name and password have to contain at least sex characters each.

– If a field is incorrectly filled in, you will be asked to correct the error before being able to continue. A red text indicates where corrections need to be made.




1 **Complete Name**

Your first- and surname. Only standard letters are allowed in this field.

**Personal e-mail**

Your normal e-mail address, used outside the Urkund system. This is the address to which we will forward the student's document and the following report and Analysis. To ensure that the e-mail address is correct you will be asked to fill it in twice.

**Language**

Choose the language you prefer. This function is prepared for a number of languages where some are not yet implemented. If you choose one of the languages that is not implemented you will get English language as default.

2 **Username**

Choose your username. Please note that your username cannot be the same as the central username

**Password**

Choose your own personal password. It is not possible to have the same user name or password as the central account. To ensure that you get the password of your choice you will be asked to confirm it twice. The username and password are your personal user details and should be used when logging in on www.urkund.com

Note: If you lose your username or password, please click on the link at the Urkund log-in page http://www.urkund.com/user/login.aspx , fill in your personal e-mail address and click "Send". Your user details will then be sent out to you again.

3 **Analysis address**

Choose a prefix which is easy for your students to remember. A good example would be your firstnamne.sirname@analys.urkund.com. Only letters and numbers are allowed in the prefix.
Please note that it is always just this first part that needs filling in, basically your name. Your school's unique code and the suffix; @analysis.urkund.com are automatically created and cannot be changed.

**Report via e-mail**

Check this option only if you want to receive your Report and Analysis via e-mail. Users who use the web based list interface are able to access all Analysis online and can choose not to have anything reported via e-mail.

**Include files as**

Here you have two options regarding how you receive the documents submitted for analysis. The options are as follows:

| | |
|---|---|
| Attachment: | All submitted documents are sent to you as an attachment in an e-mail. If many documents are sent to you at one time, please be aware that your in-box quickly might get full. |
| Links: | The student' work is not sent out to you attached in an e-mail. Instead, your report contains a link to the submitted document, which can be downloaded if needed. |
| Report via e-mail: | Click this checkbox if you whish to receive an e-mail report every time one of your student has sent a document through Urkund. Uncheck this box if you whish to use the web based inbox instead. |
| Start page. | This option allows you to choose which page is displayed as you log in on www.urkund.com. Settings is default. |
| Settings: | Your personal profile where you can edit your settings will be displayed. |
| Search: | The page for manual search will be displayed. |
| List: | The web based list interface of submitted and analysed documents will be displayed. |
| News letter: | In this check box you can decide if you want to receive Urkund's news letter. The news letter is sent out approximately four times per year to inform you about changes to the system, new partners, future improvements and developments. |

As you've been through these steps and completed the registration form, the **[Create]** button will be activated. Please confirm your user details and settings by clicking on this button and your user account will be created. The activation may take a couple of minutes after which you will automatically be taken to the log-in page.

If you only intend to use the automatic plagiarism system, logging in will only be necessary when editing your account details, changing your settings or when accessing available documents in the list interface. The students send their work as attachments to the e-mail address you have received from Urkund. The documents are automatically analysed and 24 hours later the students' work as well as a report are forwarded to your personal e-mail address stated during the registration.

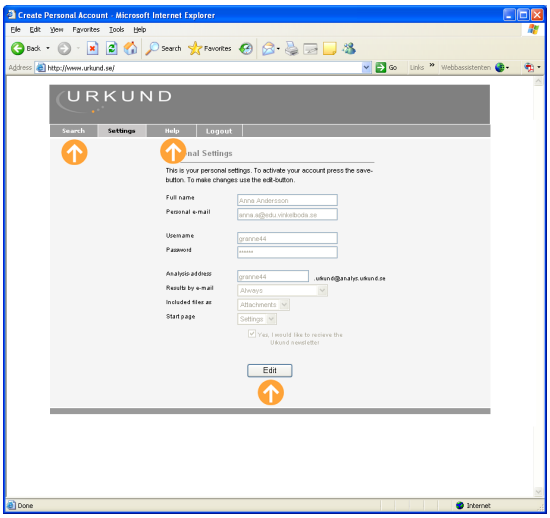
Your account registration is now completed and you can start using the system.

**Note:** When your personal details are saved, a letter of confirmation is automatically sent out to your personal e-mail address. This is to ensure that all documents sent by your students to your Analysis address at Urkund then are forwarded to the correct e-mail address. **If you do not receive this letter of confirmation, we re commend that you log in to your personal account to check that all details are correct.** If all details are correct, but you still haven't received the letter of confirmation, please contact Urkund support.

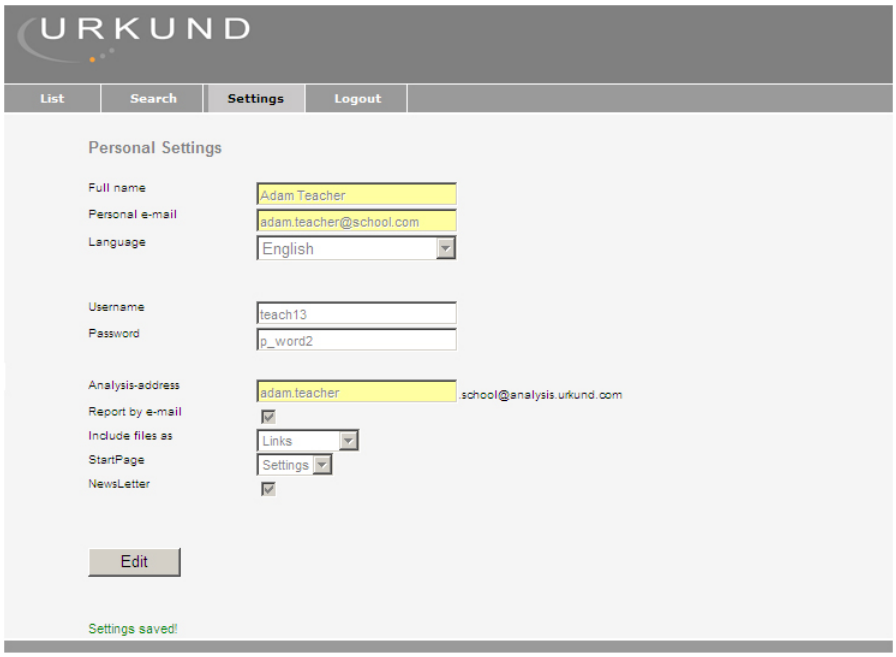
# Logged in

## Settings

On this page, the details you have filled in, the Analysis address provided by Urkund as well as possible settings are displayed. All details are locked so to change them they need to be unlocked. Click [Edit] and the details can be changed. A description of the different options is found on page 9 and 10.




To save your changes, please click [Save].



# The list interface

Users who prefer to administrate all documents and Analysis online, may do so by using our web bases list interface. This is available on www.urkund.com when logging in with your user name and password.

## Overview

URKUND

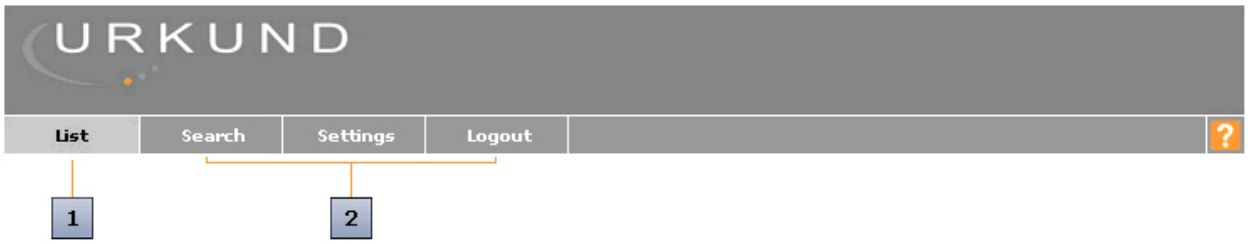
List | Search | Settings | Logout

| Course name | Doc. | Course code | Deadline | Edit |
|---|---|---|---|---|
| Unsorted | 24 | | | New |
| Applied Physics T5 | 6 | [apt52007] | 2007-09-08 11:00 | Edit |
| english 2 | 3 | [eng2] | 2007-08-29 15:00 | Edit |
| Labour history 3_7 | 13 | [labhist3] | | Edit |
| Archive | | | | |
| Trash | | | | |

| Date:Time | Doc.no | Document name | Sender | Reg | A |
|---|---|---|---|---|---|
| 2007-08-28 05:23 | D754542 | aging aircraft pro...doc | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754543 | bio-control versus...doc | andersson, otto | | |
| 2007-08-28 05:23 | D754544 | conservation of en...doc | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754545 | contributions of a...doc | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754546 | development of tri...doc | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754547 | eclipses.doc | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754548 | effects of fossil ...doc | andersson, peter | | |
| 2007-08-28 05:23 | D754549 | electromagnetic in...doc | andersson, otto | | |
| 2007-08-28 05:23 | D754550 | electronic voting ...doc | andersson, otto | | |
| 2007-08-28 05:23 | D754551 | emerging antimicro...doc | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754552 | james watt.doc | eilas.johansson@... | | |
| 2007-08-28 05:23 | D754553 | ozone depletion.doc | clara.strand@... | | |
| 2007-08-28 05:23 | D754554 | revolutionary qm21...doc | jonna.3334@... | | |
| 2007-06-15 10:17 | D738506 | rapport de stage s...doc | anne-charlotte.bu@... | | |
| 2007-06-15 12:35 | D738619 | communiquédepresse...doc | andré, laëtitia | | |
| 2007-06-15 12:36 | D738620 | rapportdestage_maë...doc | ponzio, matthieu | | |
| 2007-06-15 13:25 | D738656 | laura berot rappo...doc | ponzio, matthieu | | |
| 2007-06-15 14:32 | D738713 | 1ere partie stage.doc | level, maeva | | |
| 2007-06-15 14:33 | D738714 | 2eme partie stage.doc | harris, audrey | | |
| 2007-06-15 14:56 | D738740 | note master traval...doc | claraz, celine | | |
| 2007-06-15 16:02 | D738807 | guillermeelodieséa...doc | guillemet, thibaud | | |
| 2007-06-15 16:27 | D738826 | rapport de stage 6.doc | guillemet, charles | | |
| 2007-06-15 16:30 | D738828 | note-le métier de ...doc | elodie_guillerme@... | | |
| 2007-06-15 16:30 | D738829 | rapport de stage m...doc | anais_b7@... | | |
| 2007-06-16 11:47 | D739135 | note de synthèse d...doc | ripley, margaux | | |

Previous 1 2 3 Next

## The menu field



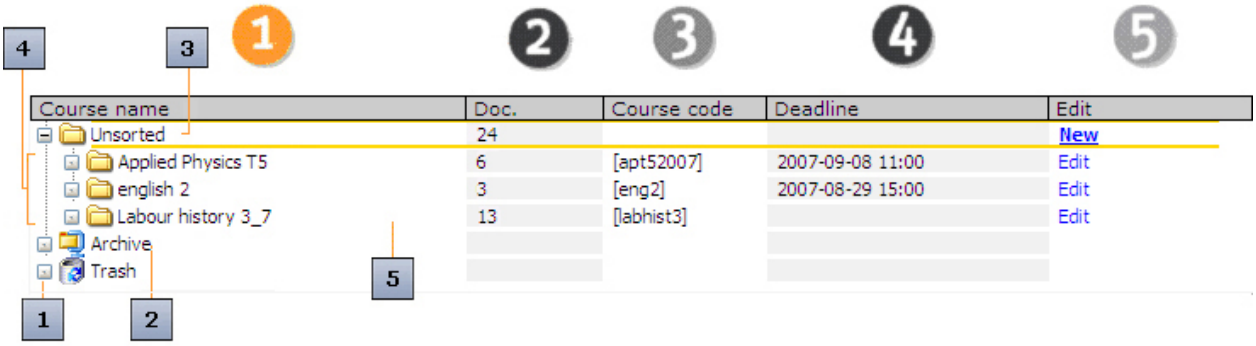

**1** The icon changes its view to [List] if the user is logged on to the pages Search or Settings.

**2** Standard Urkund menu choice. See above.

## The catalogue browser

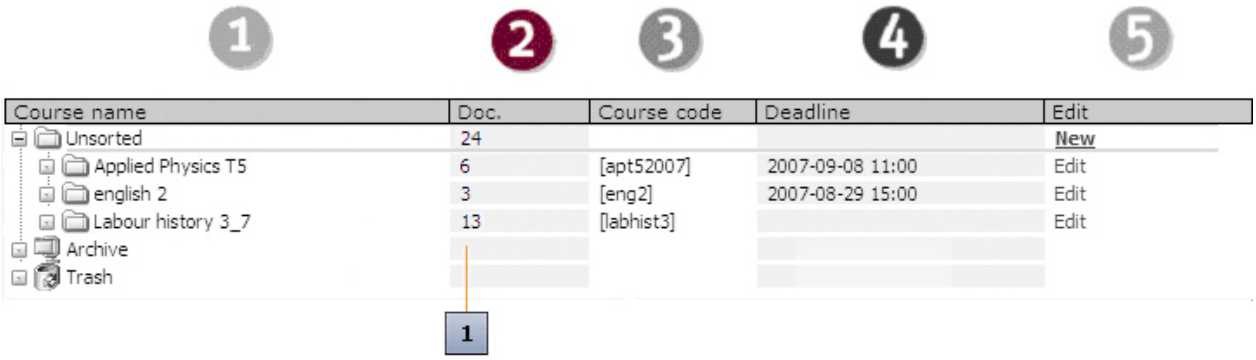
**1 Course name** Via the list interface the teacher can create folders, which submitted documents then can be directed to. The folders are organised in a catalogue structure similar to that of the most common PC operative systems. The user may choose not to create any course specific folders, and all documents will then be organised in one single list (see 3 "unsorted").

For clarity, every other column is grey and white.



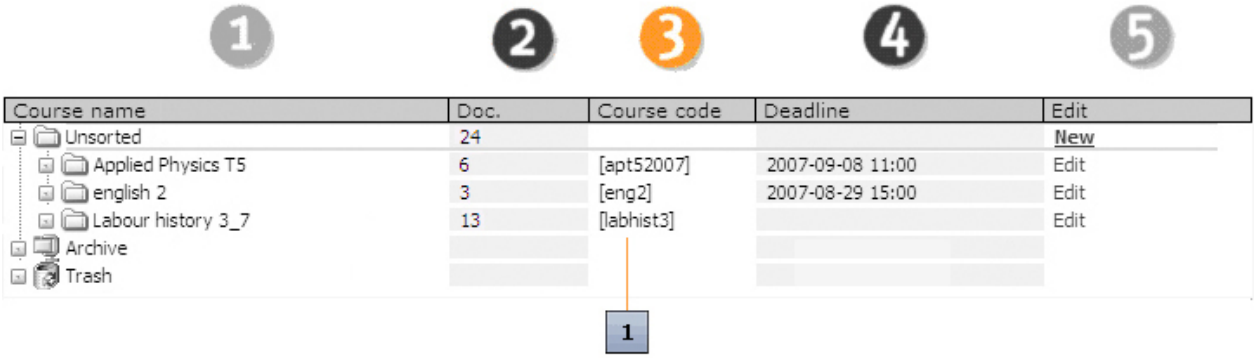

| | |
|---|---|
| **1:1 Plus and minus** | The plus and minus signs indicate which the main catalogues are. By clicking on them the underlying structure of folders is opened or closed. |
| **1:2 Archive catalogue** | The archive catalogue. In this catalogue, all course folders that are no longer in use can be archived. Folders are moved by clicking and dragging them to the [Archive] catalogue. |
| **1:3 Unsorted** | All e-mails without a designated course code in the subject field (see below) will automatically be directed to this folder. When you open the list interface, the unsorted folder is the default/standard view. |
| **1:4 Active course folders** | Click on the name to open a new catalogue. |
| **1:5 Selected folder** | For clarity, a selected folder is framed yellow. The list under the catalogue field shows documents stored in the opened folder. |

**2 Doc.** This column shows the number of documents received in each catalogue.




**2:1** # The column shows the number of documents received in each catalogue, including the unsorted catalogue. The column does NOT show the number of documents in the Archive or Trash catalogue

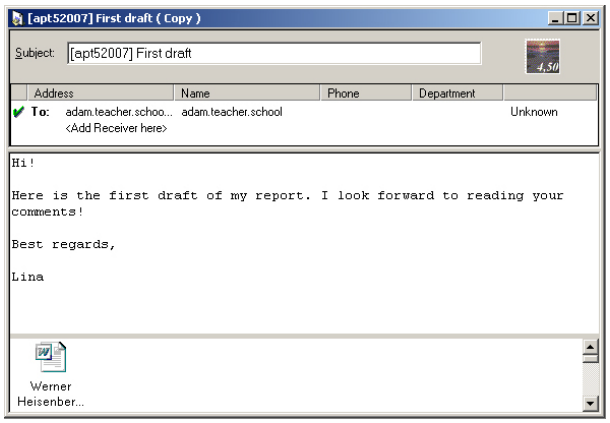
**3 Course code** When creating a course folder (see below) for submission, the user needs to register a course code. The course code directs the incoming reports to the correct folder. By using course folders, the user gets a good overview of documents received and documents from different courses, submitted at different times are not mixed up.




**3:1** The column shows the designated code of the course. The brackets are there to indicate exactly which is the course code and is not actually part of the code itself. In order to ensure that the document is directed to the correct folder, before typing anything else, the students need to write [the code] first in the subject field of the e-mail.

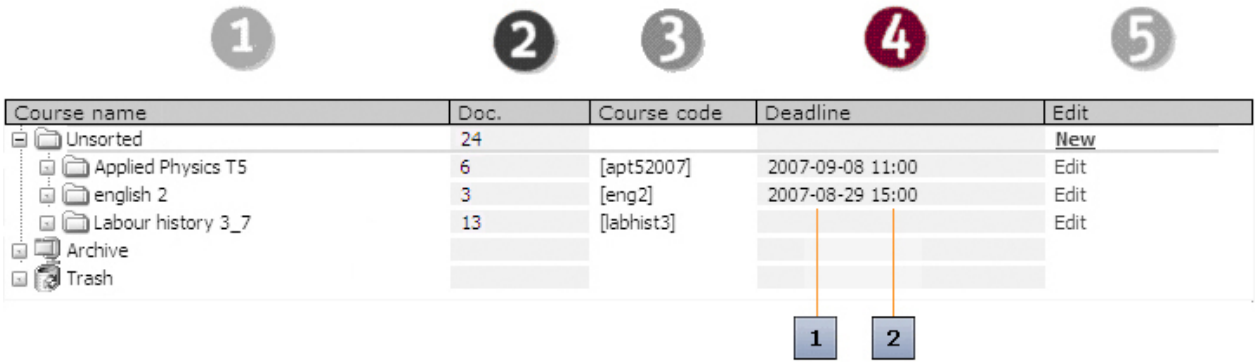
The field is matched to active codes in order to avoid duplicates. A code can contain a maximum of six characters. The characters [ and ] cannot be used in the code as these are used by the students. More than one teacher can use the same course code as each user has a unique Analysis address.

Example




*The code the teacher has given this course/submission is* **de456.** *The students will put this code in brackets* **[de456]** *in the subject field before submitting the document*

**4 Deadline** The user can put down a date for a deadline when creating a course folder. If this is done, a line will divide the list of documents to show those documents that have made the deadline and those what have not. Further settings can be made when using the deadline function such as choosing to receive an e-mail alert when the deadline has passed or to block documents submitted after the deadline.

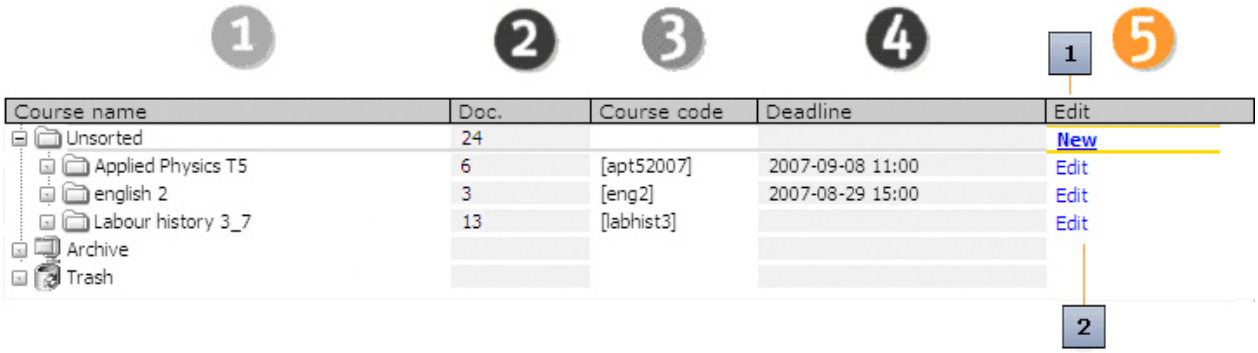



The column shows the time and date of the deadline, if any such has been set.

**4:1** date The format of the date is year/month/day

**4:2** time The format of the time is hour/minute

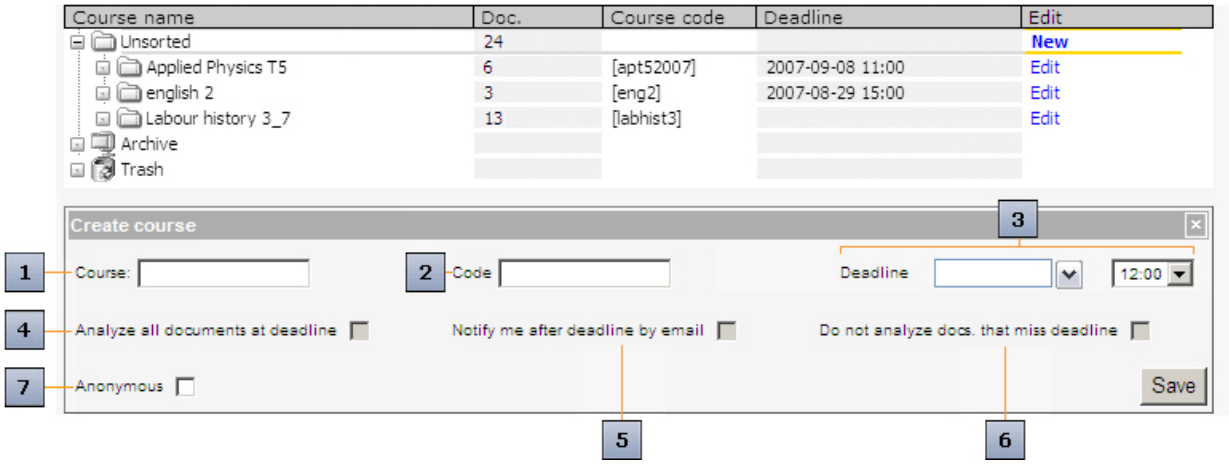
**New/Edit** To add a new course folder, please click [New] to the right of [Unsorted]. When doing this the view changes and a form to be used for creating the folder appears. To change an existing folder, please click [Edit] to the right of each folder.




**5:1a** New. This function only exists next to the root catalogue [unsorted]. By clicking on the text, a new field opens and the folder can be created (See below)

**5:2a** Edit. This function opens a new field which enables the user to edit the selected folder. (See below)

**New** Creating a Course catalogue




**5:1b** Course The user fills in the desired course name. The field can contain a maximum of 30 characters. The course name is all the information the user needs to give to create a new catalogue. Once this is done, the [Create] button is activated.

**5:2b** C. code The user fills in the desired course code **without brackets**. Please use a maximum of 8 characters.

**5:3b** Deadline This is a voluntary function. If the field is filled in, a dotted line will divide the list to show which documents have passed the deadline and which that have not. The function also allows the user to decide if documents that don't make the deadline should be analysed or not. (See 4-6 below ).
It is possible to change the deadline as long as the course folder is active, after the submission has started or if the original deadline has passed. However, to change the deadline to a time or date that has passed is not possible.

**5:4b** Analyse… If the user selects this field, documents are not sent through the system one by one. Instead, the submitted documents are placed in queue and analysed once the deadline has passed. This function is grey until a deadline has been filled in and the user has moved the mouse from the field.

**5:5b** Notify… If the user has selected this function, a reminder will be sent out via e-mail when a deadline has passed.

> Hello!
>
> The course History 3 with course code Hi3 has passed its set deadline (2006.11.14). 45 documents have been received. The analysis of these documents will be available within 24h. Please follow this link [http://www.urkund.se/user/list.aspx] to access your list of documents.
>
> Best regards,
>
> Urkund
>
> This letter is automated and can not be replied to.

**5:6b** Do not… If the user selects this function, no documents submitted after a deadline will be analysed by the system. When this happens, the students will receive an e-mail to inform them that their work has not been analysed and advice them to contact their teacher for further information.

> Hello!
>
> This is an automated letter from the Urkund antiplagiarism system.
>
> This letter is sent to you because your document European_history.doc, doc.no. D510282 missed the deadline (2006.11.14) your teacher set for the course History 3.
>
> Please contact your teacher adam.teach@school.eu for additional information on this matter.
>
> Best regards,
>
> Urkund
>
> This letter is automated and can not be replied to.

**5:7b** Anonym… If this function is used, all reports will permanently lose all information about who submitted them. This status remains even when the report is moved to a non-anonymous catalogue. This, however, does not affect any submission details that may be written in the e-mail or in the work itself.

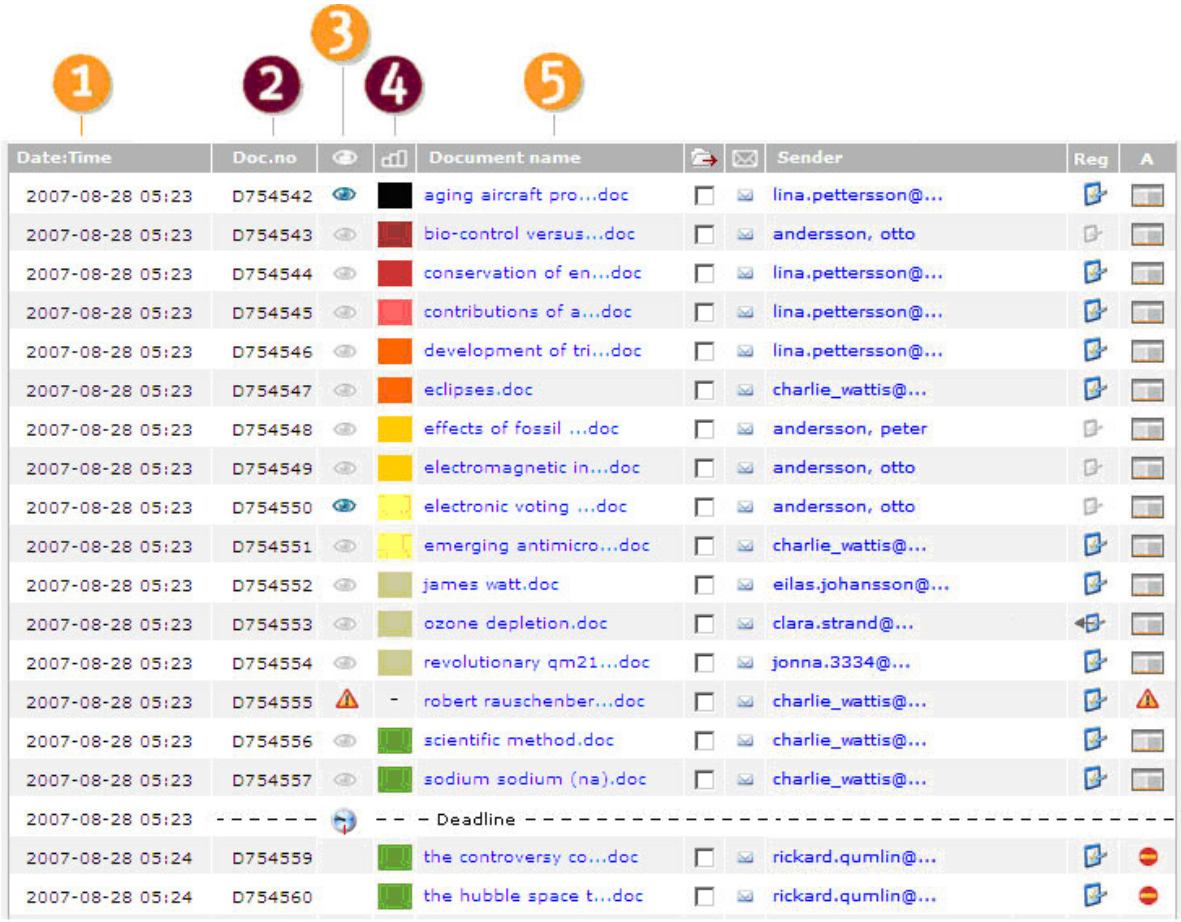
**[Save]** When all information has been filled in, please click [Save] and the view is changed to the catalogue structure showing a new folder.

**The [x] box** The check box finishes the editing or creating process WITHOUT saving. The field changes views to the catalogue structure.

If any field is incorrectly filled in an error message is shown: The course code already in use, The date has passed, The time has passed, The field contains unauthorised characters.

## The list, part 1

Submitted documents automatically end up in the list even before they have been analysed by Urkund. "Date: Time" is the standard sort order, but by clicking at the head of the list the documents are organised in falling order.



| Date:Time | Doc.no | | | Document name | | | Sender | Reg | A |
|---|---|---|---|---|---|---|---|---|---|
| 2007-08-28 05:23 | D754542 | | | aging aircraft pro...doc | | | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754543 | | | bio-control versus...doc | | | andersson, otto | | |
| 2007-08-28 05:23 | D754544 | | | conservation of en...doc | | | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754545 | | | contributions of a...doc | | | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754546 | | | development of tri...doc | | | lina.pettersson@... | | |
| 2007-08-28 05:23 | D754547 | | | eclipses.doc | | | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754548 | | | effects of fossil ...doc | | | andersson, peter | | |
| 2007-08-28 05:23 | D754549 | | | electromagnetic in...doc | | | andersson, otto | | |
| 2007-08-28 05:23 | D754550 | | | electronic voting ...doc | | | andersson, otto | | |
| 2007-08-28 05:23 | D754551 | | | emerging antimicro...doc | | | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754552 | | | james watt.doc | | | eilas.johansson@... | | |
| 2007-08-28 05:23 | D754553 | | | ozone depletion.doc | | | clara.strand@... | | |
| 2007-08-28 05:23 | D754554 | | | revolutionary qm21...doc | | | jonna.3334@... | | |
| 2007-08-28 05:23 | D754555 | | - | robert rauschenber...doc | | | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754556 | | | scientific method.doc | | | charlie_wattis@... | | |
| 2007-08-28 05:23 | D754557 | | | sodium sodium (na).doc | | | charlie_wattis@... | | |
| 2007-08-28 05:23 | ------ | | -- - Deadline ---------- | | | | | | |
| 2007-08-28 05:24 | D754559 | | | the controversy co...doc | | | rickard.qumlin@... | | |
| 2007-08-28 05:24 | D754560 | | | the hubble space t...doc | | | rickard.qumlin@... | | |

**1. Date/time** The field shows the time and date for when the document was received by Urkund.

**2. Document number** This field shows the document's diarie number – a number unique for that specific document.

**3. Reviewed yes/no** This field indicates whether the user has reviewed the Analysis or not. The field has three settings:

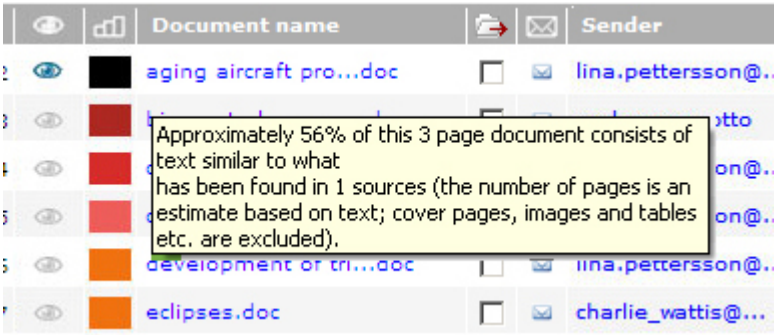
Not reviewed

Reviewed

An error has occurred, Review not possible

These settings are automatically adjusted by the system. When you enter the list the symbol next to the Analysis is "switched off". As soon as the Analysis has been opened, however, the symbol is automatically "switched on". An error symbol is shown when the system has encountered a problem and the document has not been analysed. This rarely happens and is often due to the students having attached an unknown file format or when an incomplete document has been submitted. The symbol for deadline is and never changes.

**4. Significance** This field indicates how important it is for the teacher to further investigate the Analysis for a specific document. The symbol collects information from the Report about how many similarities between the submitted document and our sources have been found. The colour indicates how many percent of the submitted documents contain similarities from other sources. The colour scheme ranges from **green** → **black**, where green indicates "no matches" and black indicates "everything".




The percentage, as well as the number of pages are estimations based on the number of matches made by Urkund and the number of characters in the document and they aim to give you an idea of how big a part of the document is made up of suspected plagiarised material. These numbers are not exact. The student's document may well contain more pages than the number presented since large fonts, pictures, and tables are not taken into account. The number presented is based on full pages of single lined text in 11p Times.

Please also note that the percentage is directly related to the length of the document. This means that a fully plagiarised A4 page in a one page document is marked " approximately 100% of this one page document contain…" while a fully plagiarised A4 page in a 10 page document is marked " approximately 10% of this 10 page document contain…"

For documents awaiting deadline before being processed or for documents currently being processed the following symbol is shown

On those rare occasions when an error has occurred and a report is not generated, the following symbol is shown ?

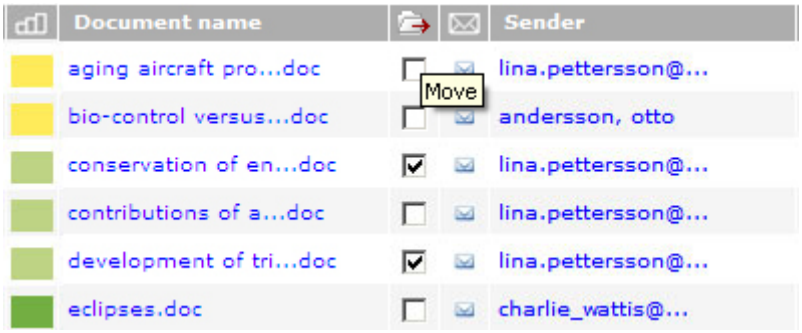
**5. Doc. name** This field shows the name of the document as well as the file format. By right clicking on the name, the document is opened in a new window. Please note that the requested software needs to be installed (e.g. Word etc) in order for the user to view the Analysis. By left clicking on the name the user has the choice to download the document or to open it in a new window.

A deadline cannot be changed from this view. To change the deadline the user needs to click [Edit] to the right of the course folder (see above).

**(6) Move** The user can move documents from one catalogue to another by ticking the boxes next to each document and then clicking on the move icon in the list menu .

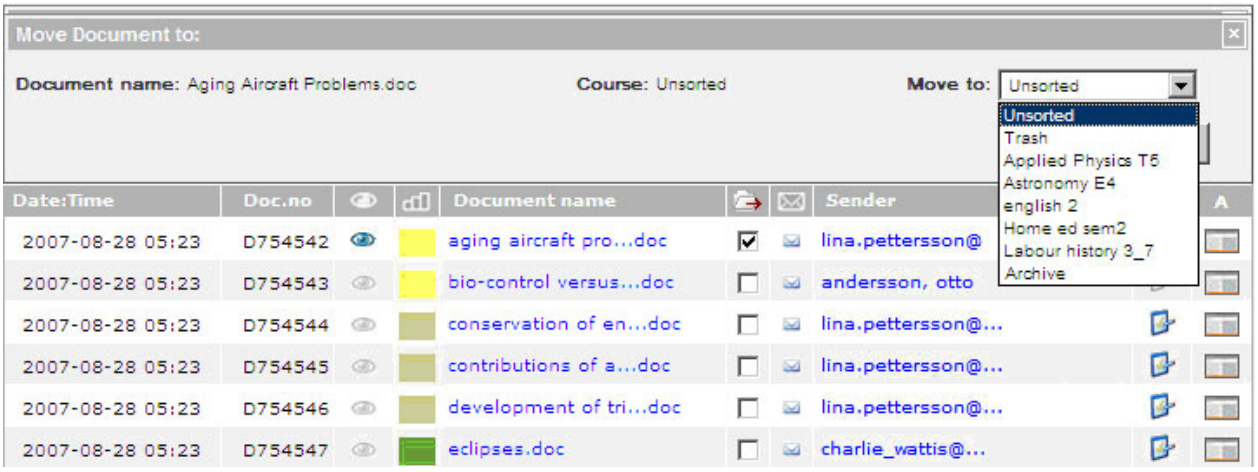
It is possible to move documents to active course folders (E.g. those visible under "Unsorted"); to the Trash catalogue and catalogues archived less than 2 months ago.

If you want to move documents to a catalogue archived more than two months ago, you will have to move it from ”Archive” to ”Unsorted”. This manoeuvre is necessary to avoid very long lists of catalogues being created.

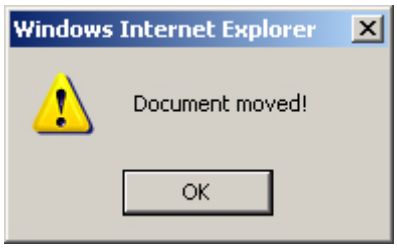



Documents need to be moved page by page. If documents have been marked on page 1 and page 2 is then opened, all marks made on page 1 will disappear.

When clicking on the move icon in the list menu  different catalogue options will be displayed. Once you’ve chosen which catalogue to move the document to; click [Save]

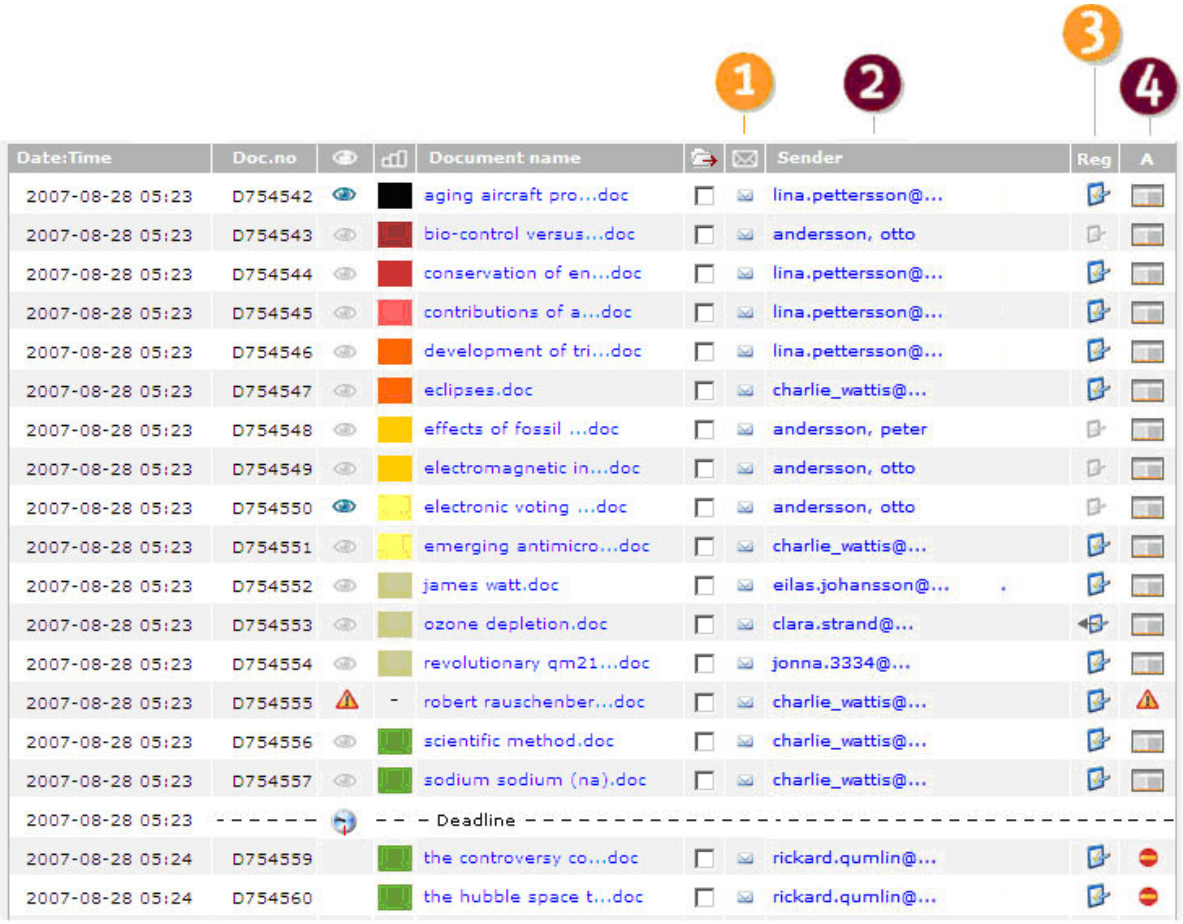



When the document has been moved, a notice confirming this will be displayed and you are asked to click [Ok]

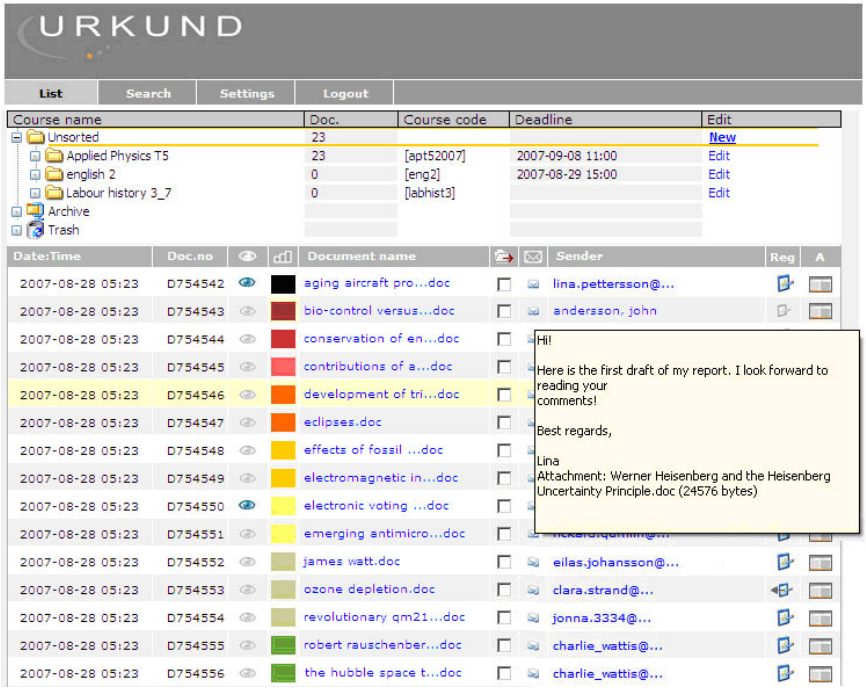



Please note that the document count in a certain catalogue is not always immediately updated. Under certain circumstances this is delayed with a couple of minutes.

## The list, part 2




**1. E-mail** If the student has written something in the e-mail when sending through a document, this field shows a symbol of an envelope. By pointing the mouse on the symbol a floating window showing the text written in the e-mail appears.



**2. Submitter** This field shows the student's e-mail address. In those cases when a student has registered his or her name, this is shown in its place. Irrespective if the name or the e-mail address is shown, the user may left click to send a reply to the student. Please note that the reply will be sent out from the user's private e-mail address.

For integrity reasons no e-mails from the students can be forwarded to a third party. If the user's Urkund account has been set to be anonymous this will be indicated with "anonymous examination" and neither the student's name nor e-mail address is shown. In this case, no reply can be sent to the student as the student's e-mail address would reveal his or her identity. Even if a user account is changed from "anonymous" to the normal setting, those documents sent in before the change will remain without submitter details.

**3.Reg** Abbreviation for " Registered name". This field indicates if the student has registered his or her name in connection to the e-mail address. The field has three settings:

The name has been registered (the name is also shown under "Receiver").

The name has not been registered (the e-mail address is shown under "Receiver")

Registration requested

If the student has not registered his or her name in connection to the e-mail address, the user may request this if necessary. By left clicking on the "The name has not been registered" a request for registration is sent out via e-mail to the student:

> Hello!
>
> This is an automated letter from the Urkund antiplagiarism system.
>
> Adam Teacher has requested that you state your name in conjunction with your e-mail address in order to facilitate the review and grading of the document you submitted. Please follow this link [personal link] to state your name.
>
> Best regards,
>
> Urkund

If the account has been set to be anonymous, the symbol in this field will be used to show that the name is unessential. No e-mail can be sent to the student by clicking on this symbol.

### 4. Analysis status

This field normally shows a miniature of an Analysis . By left clicking on the symbol, the Analysis opens in a new window/or tab and the user can start reviewing the document. When this is done, the symbol [Reviewed yes/no] is also changed (see above).

However, the following symbols may also be shown in the field:

Documents awaiting a deadline are marked

Documents are currently being processed by the system are marked

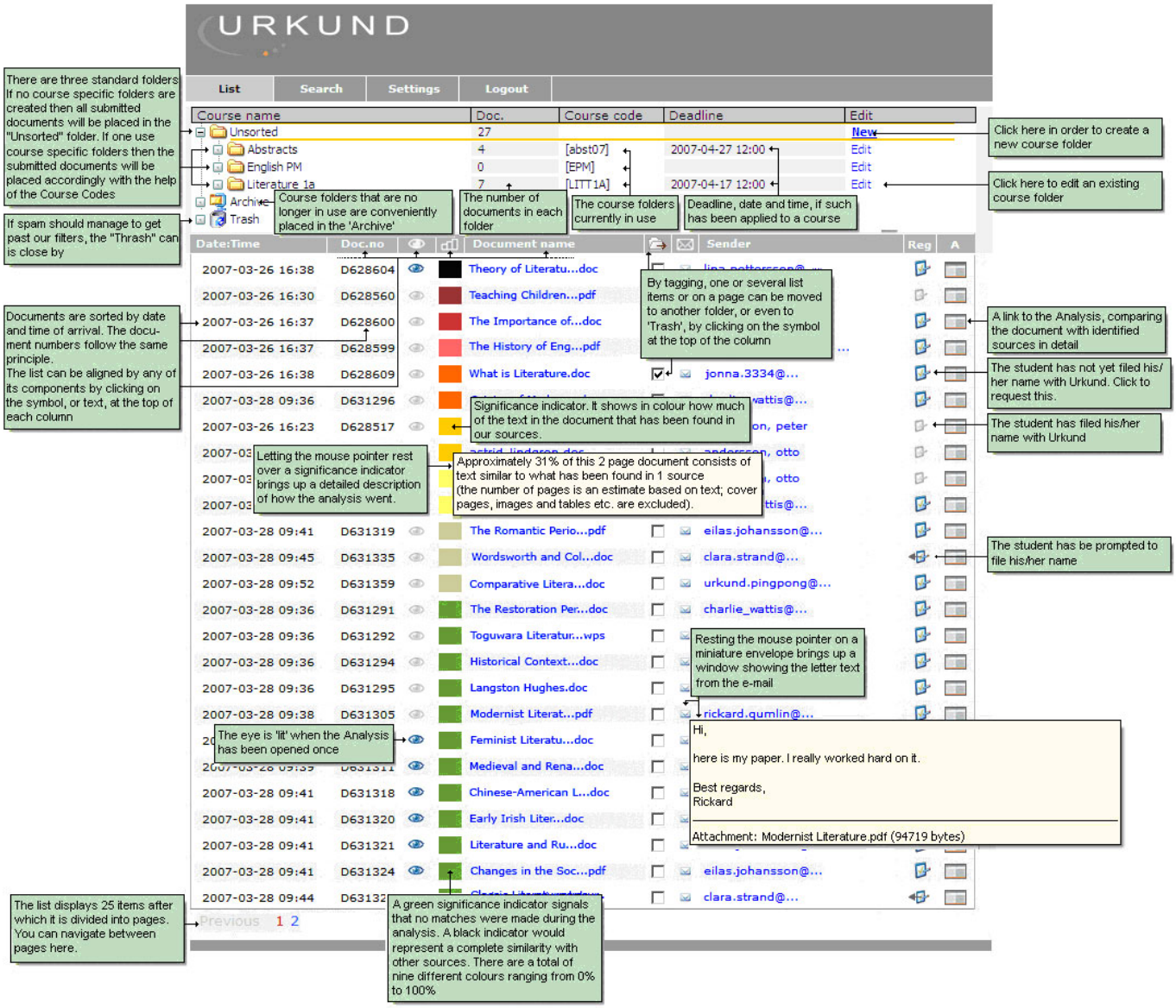
Documents that will not be processed due to a missed deadline are marked

Documents which due to an error have not been analysed are marked (if the mouse pointer is hovered over this symbol an error report is shown if available)

If the document is set to be analysed at the time of submission (e.g. If the user has not selected the option "Analyse all documents when the deadline has passed) all documents are marked at the time Urkund receives them. As soon as the Analysis is ready the symbol is automatically replaced with the Analysis miniature/icon . This should not take more than 24hs.

If the user chooses not to use the deadline function, all documents will be analysed at the time off submission and a mix of these icons may occur. The same applies if a deadline is extended and some documents have already been sent through the system.

## A quick reference guide to the list interface



# The Report

After a document has gone through the system, both the original work and the result of our search are sent to the user. This e-mail is called the Report and can be received in two different ways. If the user wishes, all reports will be sent to his or her inbox. However, the user also has the option to work solely online by accessing all reports from the Urkund list interface – available when logging in on www.urkund.com (See below). By choosing this option, no reports will be sent out via e-mail.

If the user choose the e-mail based option, the following needs to be noted:

The number of similarities found in sources during our search, are displayed in the subject field of the report. This enables the user to easily see which documents need closer inspection.

The subject field has the following format [Urkund] x matches – the student's e-mail address.

E.g. [Urkund] 6 matches – jolo@net.com
Or
[Urkund] 0 matches – zelda.smith@hotmail.com

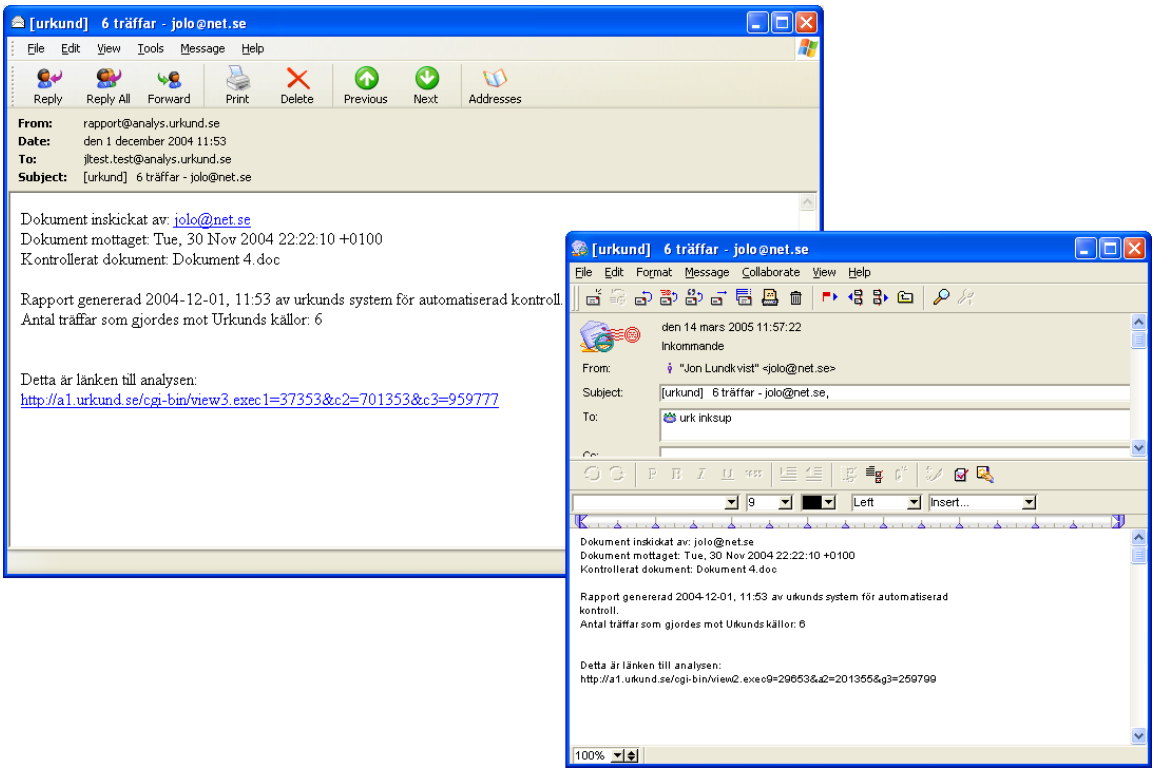
The word "matches" in the subject field indicates the number of sources found, not how many similarities or how much suspected plagiarised material Urkund has encountered.
All correspondence from Urkund is clearly marked [Urkund] in the subject field. This allows the user, if his or her e-mail client supports it, to easily direct Urkund related e-mails to the preferred catalogue/folder.

The user always just receives one e-mail – the Report. This applies even if more than one document are attached and submitted by the student - for example, when an assignment or essay is divided into more then one file. The text written by the student in the subject field is presented at the end of the report and is not processed by the system.

The user may choose if he or she would like to receive the student's document as an attached file or as a link in the report. The link option allows the user to download the document whenever is needed which saves space in the user's inbox. With older user accounts an active choice needs to be made to get this function. To switch from receiving two to one e-mail, please change your personal settings on www.urkund.com.
For the new user accounts, the one-e-mail-report and link are set by default.

When documents, for different reasons, are not analysed by the system an error report is sent out both to the user and the student. Instances where files are not processed by Urkund may occur when documents have the wrong format such as pdf:s locked for text extraction, documents only containing pictures and no text etc. The user is always notified when a document has not gone through the system and why it hasn't been analysed. This function allows the user to take the necessary measures to solve the problem. With the information provided by Urkund, our customer support is able to quickly assist in this process.

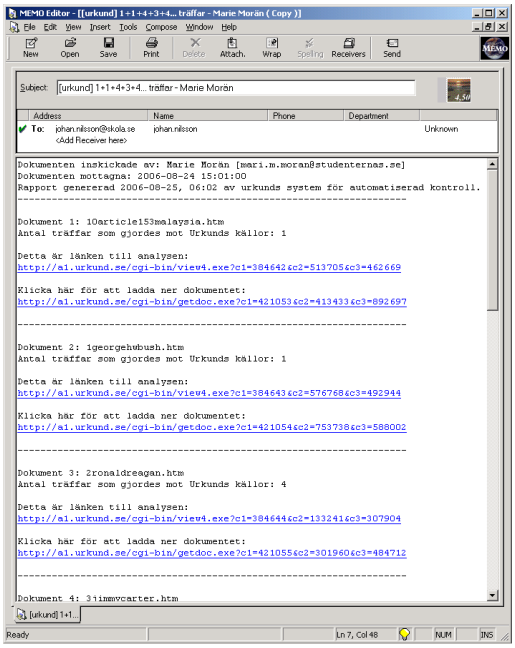
Examples




The Report in two different e-mail clients (Outlook Express and First Class)

As well as information about the submitted work, the report contains a link to the Analysis – the presentation of matches found in other sources. By clicking on the link, the Analysis appears in a new window. Please note that to open the Analysis the user needs to be connected to the Internet.

The result of Urkund's search is here clearly presented in order to easily determine if the text has been plagarised. When the students attach more than one document in an e-mail, for example an essay divided into chapters, the result of our search is presented in one single report, not one for each file.




In the subject field, the number of sources found are presented in the following format x+x+x+x+x+x+x+x to a certain limit.

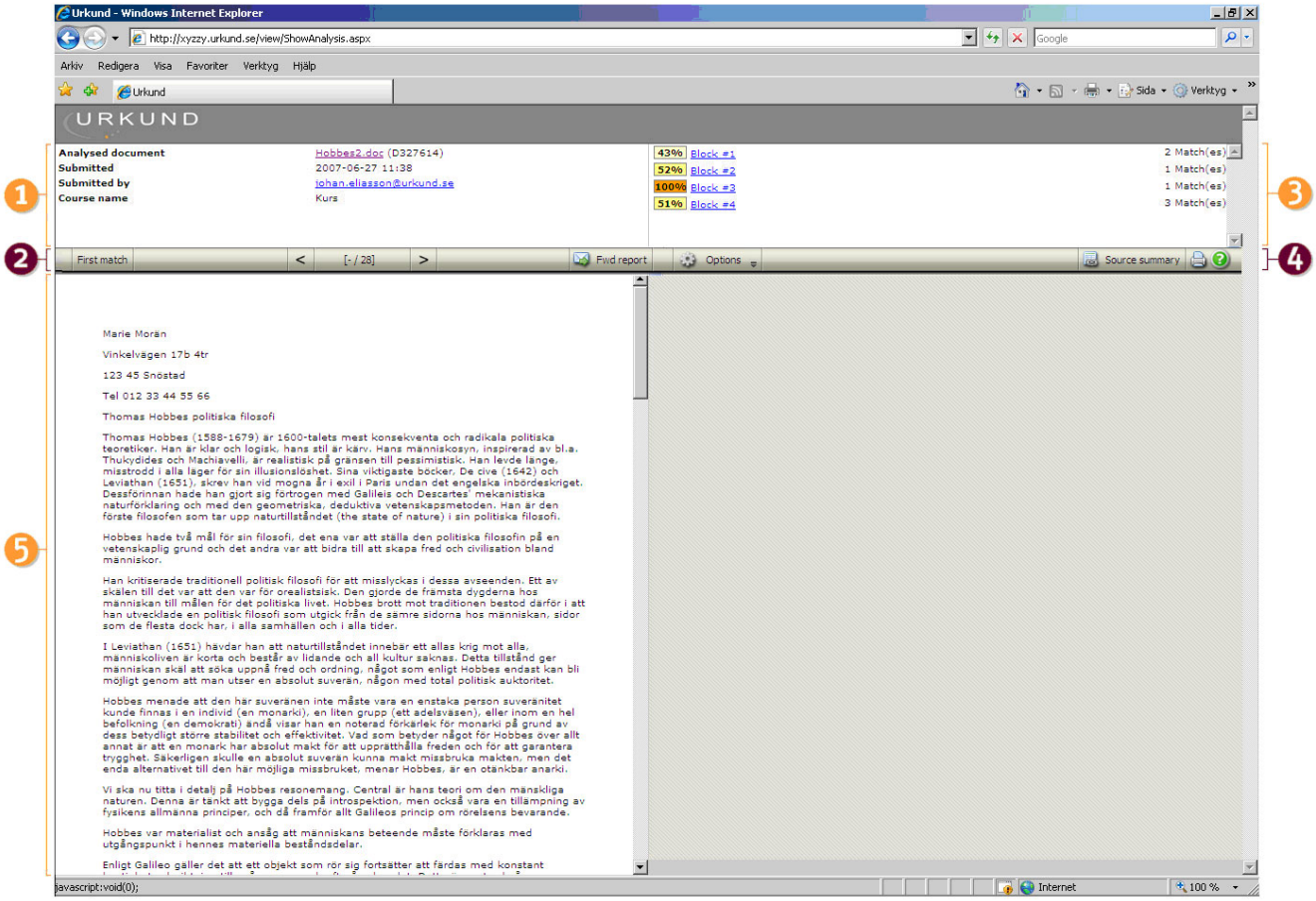
If the number of attached documents exceeds a certain limit and do not fit into the subject field this will be indicated with ….

The results are presented in falling order and every link will take you to the Analysis of that specific document.

If the user has chosen to receive the student's work as a link, each document also has an individual link for uploading.

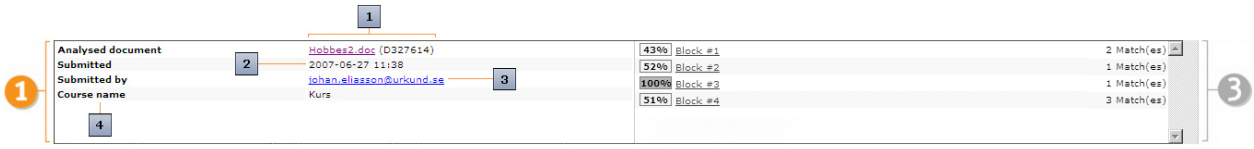
# The Analysis

The analysis is opened in a new window by clicking on an icon in the list interface or on a link in the report. The content is uploaded in a new window (which demands connection to the Internet ) . This may take a couple of minutes depending on the size of the document and the speed of your Internet connection. The analysis is made up of five main segments, all of which are described below. The analysis is optimised for Internet Explorer 7 and screen resolution 1024*768 or higher. A lower resolution is less user-friendly and nothing we recommend. The images below show a 1280*1024 screen resolution



## 1 Analysed document

This field contains information about the analysed document. The information is close to identical to the information in the list interface or in the report.




**1:1** The name and running number of the document are used as identifiers. By clicking on the name the document is opened in a separate window. Please note that in order to do so a compatible word processing program needs to be installed on your computer. E.g. to open a PDF-document a PDF-reader like Acrobat Reader needs to be installed. To open a DOCX-file you need MS Word 2007 or an earlier version with some upgrades (http://office.microsoft.com/en-us/word/HA100444731033.aspx).

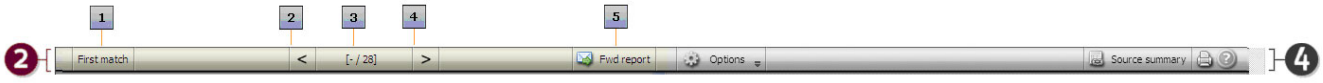
**1:2** This is the time when Urkund received the student's document. The information is often used to see if a deadline has been met.

**1:3** This is the e-mail address from which the document has been sent. If the student has registered his or her name, this will be shown in its place. By clicking on the address/name, your normal e-mail client will open with the sender's address filled in. If the student has not registered his or her name this can be requested through a function in the web based list interface. This function is particularly useful if the e-mail address is made up of letters non-indicative of the student's name.

**1:4** (functionality soon to be introduced) These rows are reserved for information gathered from the list interface.

## 2 Document navigation

The easiest way to navigate between the marked matches in the document is to use the buttons in this row. Another option is to use the vertical scroll bar at the centre of the analysis.




**2:1** By clicking here, you are taken directly to the first match found in the student's document. The documents as well as the source, are adjusted to show the first part of the match at the top of their respective fields.

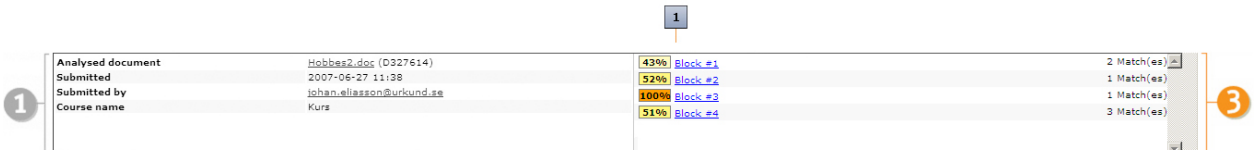
**2:2** By clicking here you are taken to the match you last visited. The document as well as the source, are adjusted to show the first part of the match at the top of their respective fields.

**2:3** This number indicates which match in order is shown at the time

**2:4** By clicking here you will jump to the next match in the student's document. The document as well as the source, are adjusted to show the first part of the match at the top of their respective fields. Please note that there may be many pages of text between the different matches.

## 3. The source document

This field contains the sources found during our search. It is always the most significant (best) source which is displayed. (See Alternative sources below)




**3:1** This field lists the matches made during our search.

## 4. Source management

The most significant source for each match is always displayed. However, Urkund also have a built in functionality to show sources regarded to have lower significance. These tools are managed from the left hand side of the document navigation lbar.

(See a detailed description of Alternative Sources below)

**4:1** Options. This drop-down list holds two options: *Show alternative matches within the block* and *Do not highlight quotes*. By ticking the *Show alternative matches within the block* box any alternative sources that may have been found for the chosen match will be displayed. The *Do not highlight quotes* option toggles the quote functionality on and of

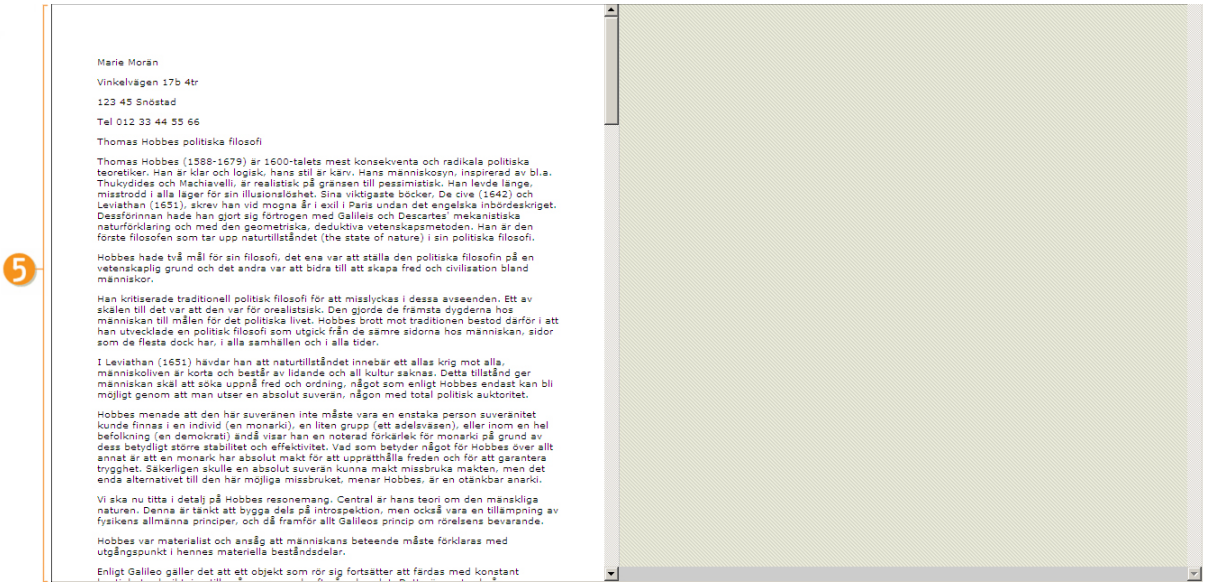
**4:2** Source summary: By clicking here, an overview of all sources found is presented in a new window.

**4:3** Print version. The built in browser print function cannot be used directly from the Analysis. Due to the structure of the Analysis you first need to open our printer friendly version and select print from there.

**4:4** Help. This is an online help that directs you to customer support. You will also find the latest User manual here.

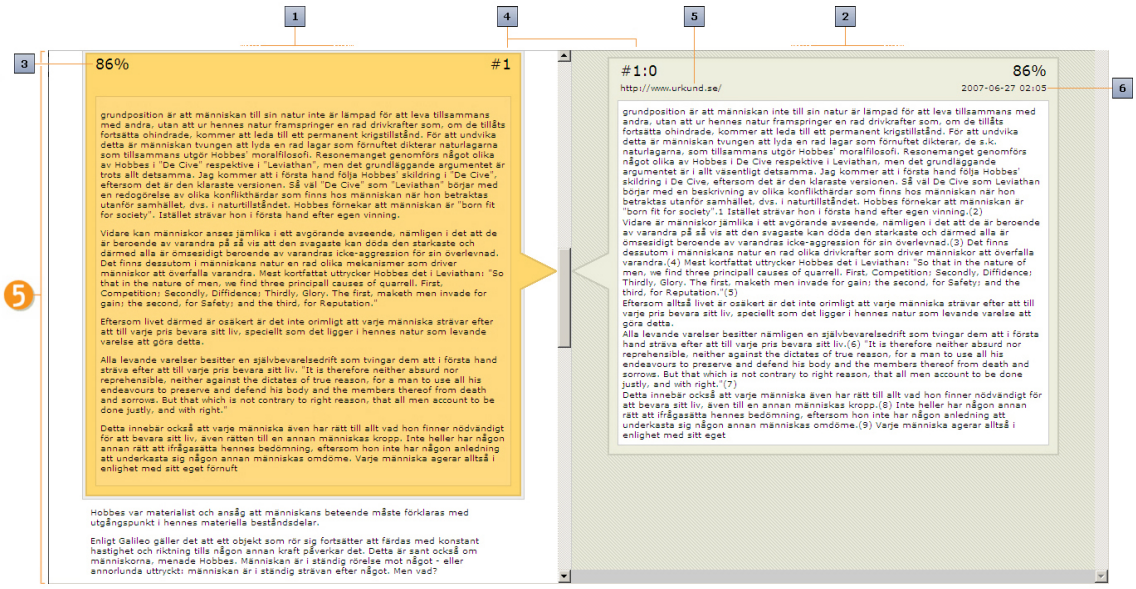
## 5 Document-/source field

This field contains the analysis. Through comparison between the student's document and the sources found, the user can draw the necessary conclusions about the submitted material.



After having been processed by the system, the student's document loses some of its original appearance. To facilitate the review of the result on the screen, italics, underlining, and bold are removed and the font is replaced by Urkund's standard, Verdana. All images and tables that cannot be converted into text are also removed. The size of the text is static but users working with MS Internet Explorer 7 or Firefox are able to enlarge the text via the build in functions for this in the respective operative systems.

## 5 Document-/source field




**5:1** This is the student's submitted document. Matches are marked with a coloured block with information provided at the top. The colour varies depending on the significance (%) of the sources found. This is done to highlight the degree of similarities between the document and the source.

Less More

**5:2** The sources are displayed on the right hand side. These have been converted just like the student's document and the appearance may therefore be different to the original sources. Please note that Urkund only shows the part of the text that have been found similar to the student's document, NOT the entire source. However, the source in full text can be viewed when clicking on the link to the original (see 5:6 below)

**5:3** This is the significance of the match. A percentage show how big the similarity is between the highlighted text in the student's document and the corresponding text in the source. The percentage considers reformulations, move of words, synonyms and other types of linguistic modifications. However, please note that the percentage still only serves as an indication telling the user to investigate this specific passage further. Urkund never decides what is to be considered plagiarism. This decision is always made by the user according to the routines and policies applied at the educational organisation.

**5:4** This is the number of each match presented in falling order. On the source page, another number appears indicating which source the text comes from. 1:0 is always the source with the highest significance – the one found most similar to the student's text. 1:1 is the source found to have the

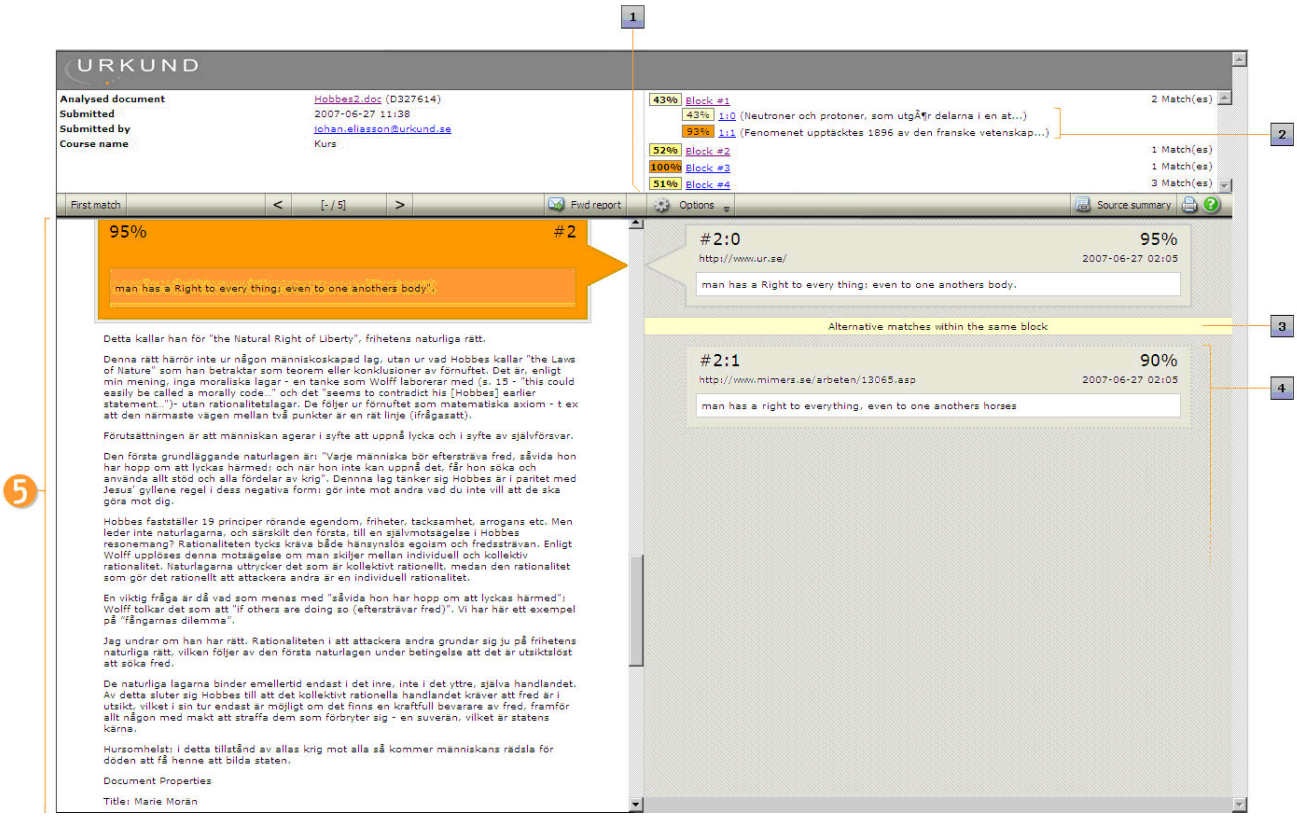
same or a slightly lower significance during our search. 1:2 follows 1:1 in significance and so on. (See Alternative sources below)

**5:5** This is the link to the source. By clicking here, the source in full text is opened and ready to be reviewed. (See Show source text below)

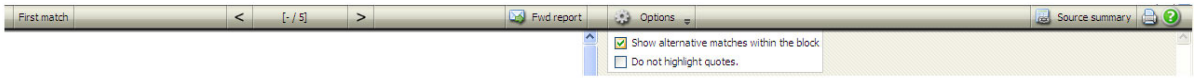
**5:6** This is the date when the source was saved at the place where Urkund found it. For example, the date when the document was placed in Urkund's Archive or when a web page was published on the Internet. This information is useful when evaluating which version of the text was produces first.

## Alternative sources

Sometimes situations occur when a marked block of text is found in more than one source or contains smaller blocks found in another source. Urkund always displays the most significant match from a given piece of text and thereby includes the smaller matches as well. However, there might still be times when viewing alternative sources is interesting to the user. For example, when a piece of text has been matched with a document in our Archive, and the user wants to know if the text have been found on the Internet as well– or the other way around.




**A:1** Under Options you will find *Show alternative matches within the block.* By ticking this box any alternative sources that may have been found for the chosen match will be displayed.




The alternative sources always correspond with the marked blocks in the student's document. When switching blocks, the alternative sources are also changed to those corresponding to the new passage. By ticking out this box the alternative sources are closed.

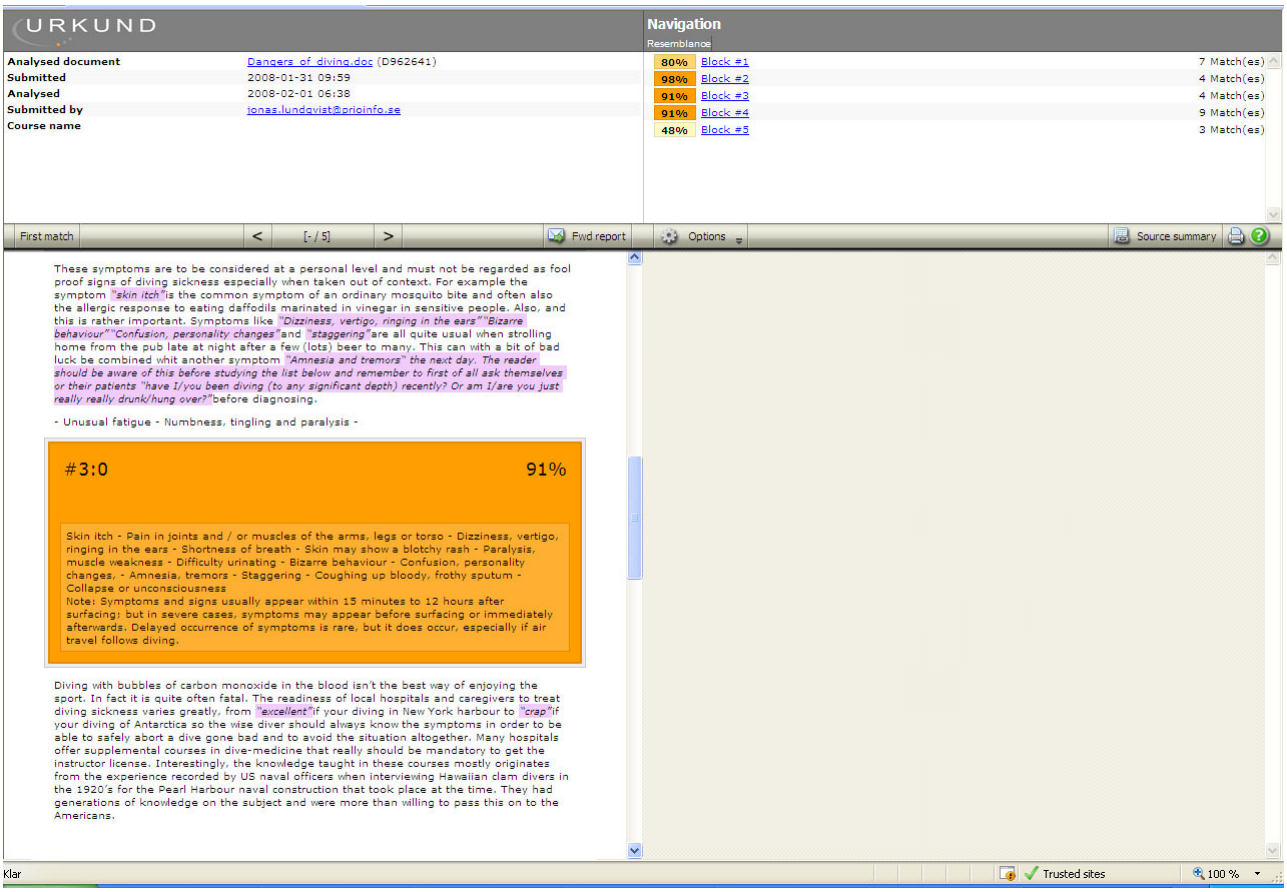
**A:2** The list expands to show all alternative matches found. If more than one alternative source has been found, please use the scroll bar to view them all.

**A:3** The text from the alternative sources is presented under this row. If large blocks of text are being dealt with, the field's scroll bar may be used to view these.

**A:4** The alternative source is presented in the same way as the one with the highest significance, but contains the same or fewer similarities (%) to the student's document as source X:0. Please note that the alternative match may start anywhere in the marked block in the student's document. This means that you have to find the beginning of the text manually. A good way of doing this is to highlight the marked text in the source, chose "copy" and then use the built in search function of your web reader.

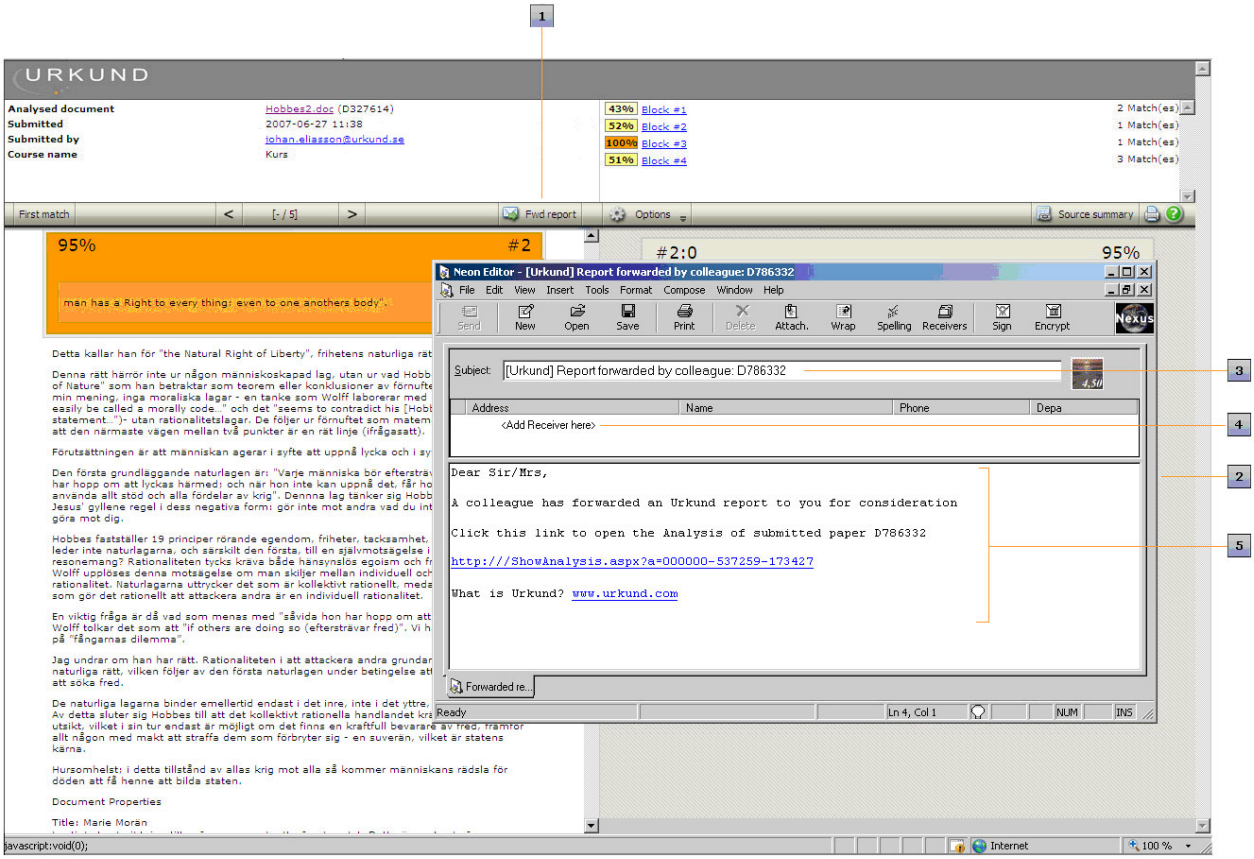
## Quotes

Correctly placed quotes are highlighted with a purple background and made italic in the Analysis by default. This feature can be toggled on and of by checking and un-checking the *Do not highlight quotes* alternative. Quotes are not in any way excluded from being checked by the system. Please note that quotes at times may be inverted if the student makes any mistakes when placing them in the text, this is unfortunately beyond Urkund's control.



## Forwarding the Analysis

Sometimes the user may want to send the analysis to a colleague for help with the review or perhaps to the disciplinary board as an attachment when reporting a case of plagiarism. The user may also want to show the student the result of the analysis. Urkund's analysis has a built in function to allow you to easily forward it to a third party via e-mail. This function can be used irrespective of using the web based list interface or receiving your reports via e-mail. All it takes is that you have an e-mail client installed on the computer from which the analysis is reviewed, and that you know the receiver's e-mail address.




**F:1** By clicking on [Forward] an already filled in e-mail is opened. Naturally, all text can be changed (apart from the link to the analysis) to a message the user finds appropriate.

**F:2** An example of an e-mail client

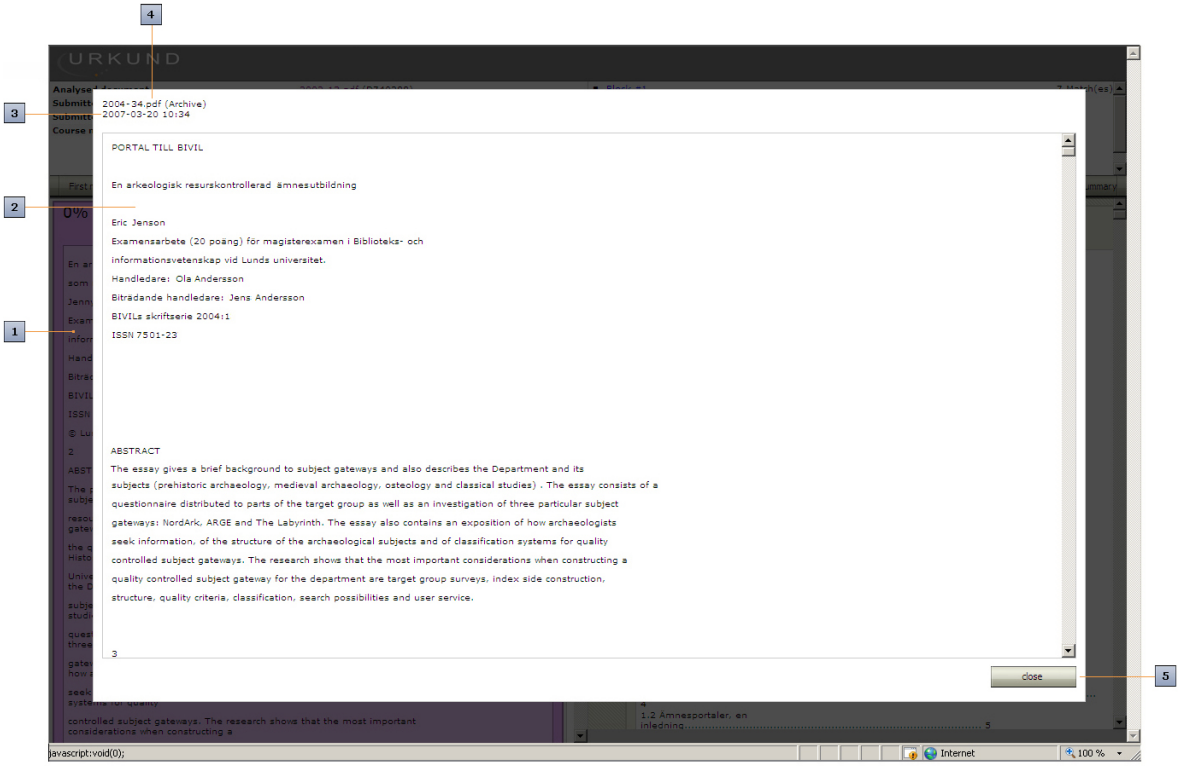
**F:3** The subject field is filled in with "[Urkund] Report forwarded by a colleague ( diarie number concerned)"

**F:4** The user needs to fill in the receiver's e-mail address. Please note; Never forward an analysis to a colleague's address at Urkund, Always chose a standard e-mail address for this purpose.

**F:5** A descriptive text and the link to the Analysis.

## Show source text

To facilitate the review of the Analysis, only the part of the source found similar to the student's text is displayed. If you want to study a larger part of the source, for example to see from which context a text has been taken, you may do so by clicking on the link at the top of each marked out source.




**V:1** The Analysis remains behind the document.

**V:2** The source document. No matches are marked in the full text version of a source. If you want to find the relevant passage for a specific match, you may do so by highlighting the text in the source, chose "copy" before switching to the full text view and then use the build in search function of your web reader/browser. Just like the text in the Analysis, italics, underlining, and bold are removed and the font is replaced by Urkund's standard, Verdana – all to facilitate the review of the result on the screen. All images and tables that cannot be converted into text are also removed.

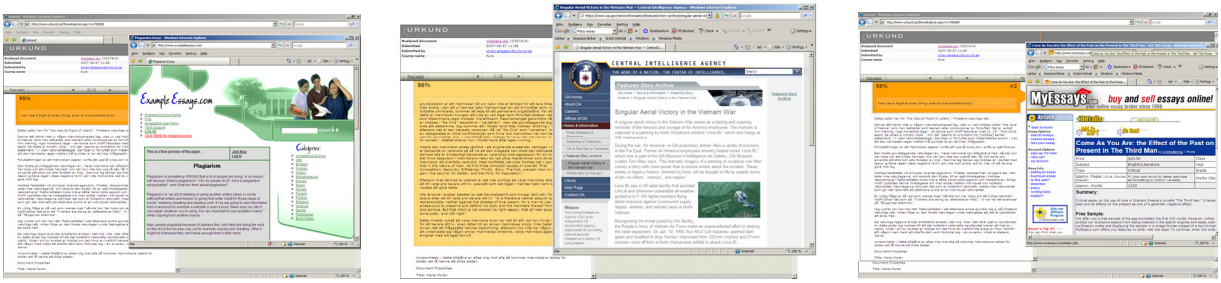
**V:3** Time and date for when the source was saved on its original place. E.g. published on the Internet or saved in our Archive

**V:4** Source origin. Sources found in the Archive or among Urkund's partners are not available in full text.

**V:5** Please click here to return to the review setting of the Analysis.

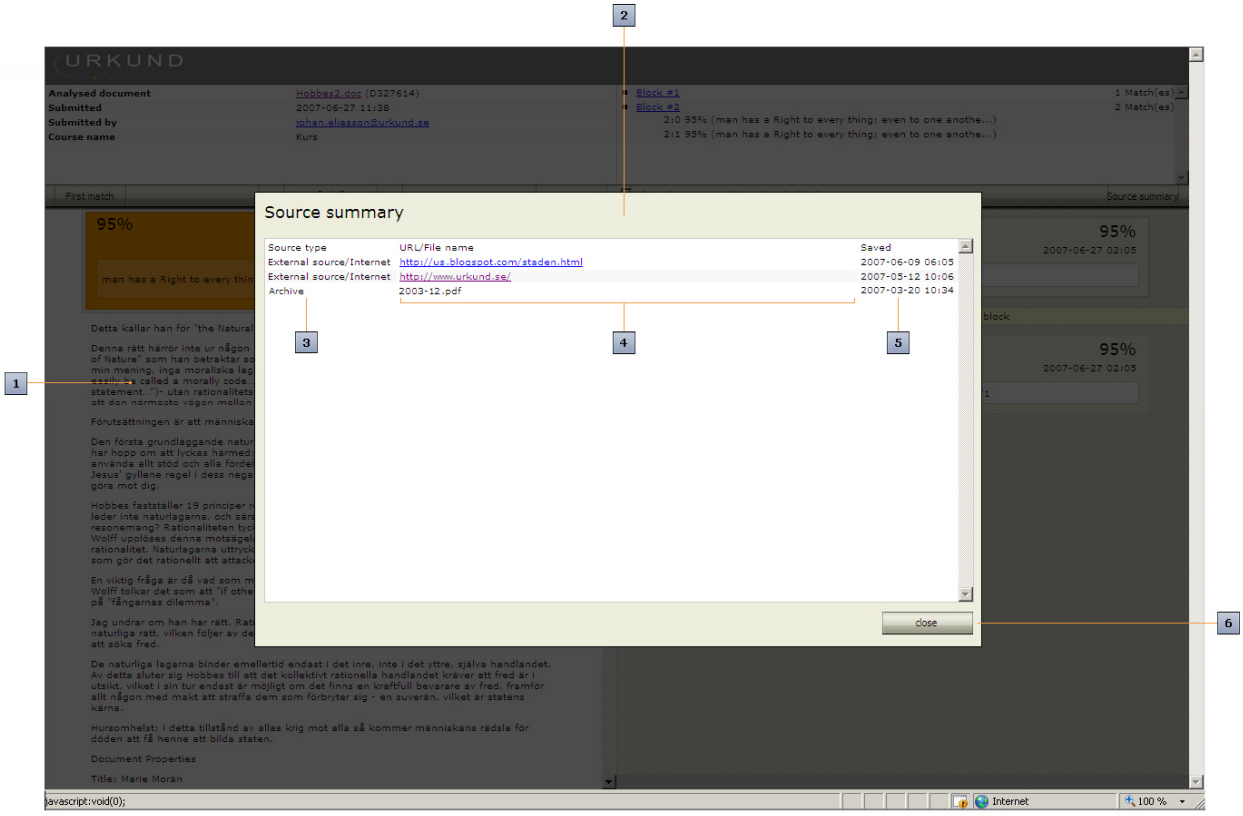
**Documents from the Internet**

If a source has been found on the Internet, the original full text version is displayed in a separate window. The Analysis remains behind the new window. No matches are marked in the external source.



## Source summary

By clicking on Source summary on the source management bar, a summary of all sources matched with the submitted document is displayed. Please note that all of these sources do not necessarily result in significant matches in the text once the final analysis has been made. The source summary is displayed in a separate window above the Analysis itself.



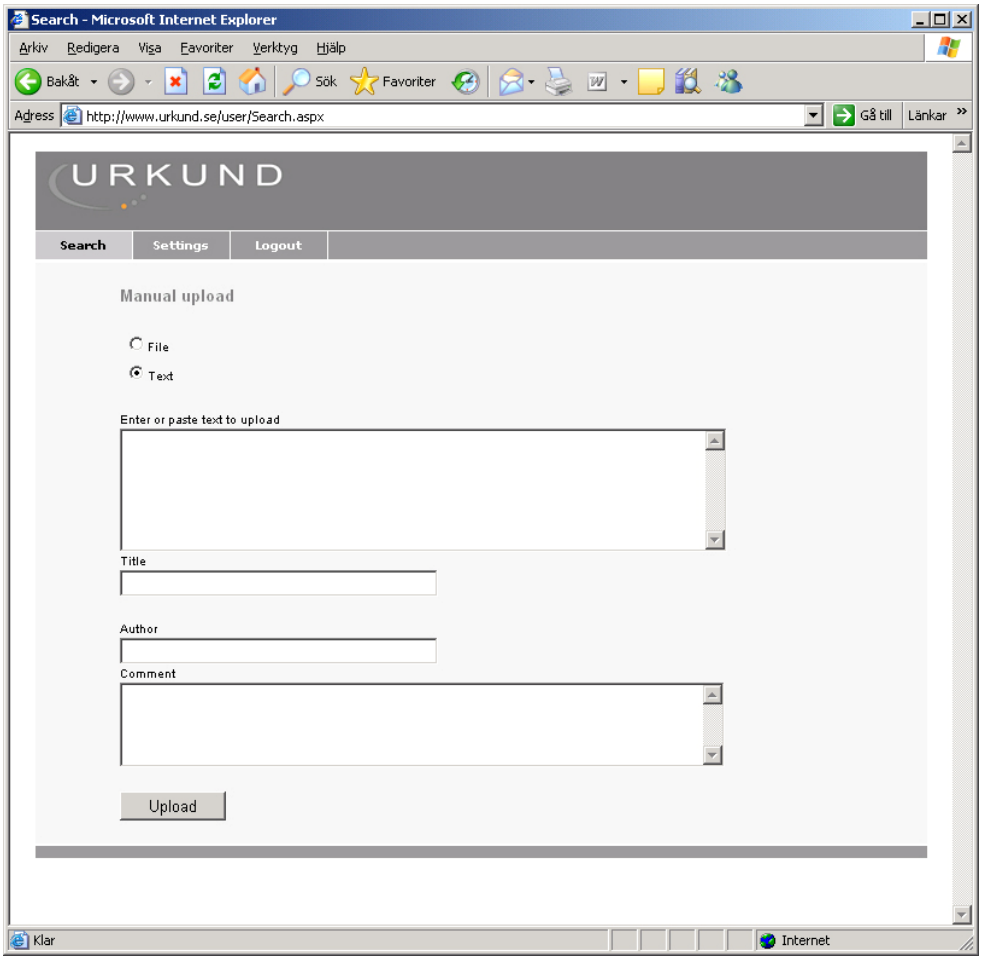

| | |
|---|---|
| **K:1** | The Analysis remains behind the list. |
| **K:2** | List of sources found. |
| **K:3** | In this column the origin of each source is displayed. The status may vary between [Archive], [Partner] and [External source/Internet]. |
| **K:4** | Link to the source origin. By clicking on the link, the source is opened according to Show source text above. |
| **K:5** | Time and date for when the source was saved on its original place. E.g. published on the Internet or saved in our Archive |
| **K:6** | Click here to return to the review setting of the Analysis |

# Manual Search

Urkund is equipped with a manual search engine to be used when digital documents cannot be sent through the system as usual. The search engine can also be used by those who prefer to upload documents rather than having them sent via e-mail. Please see below.

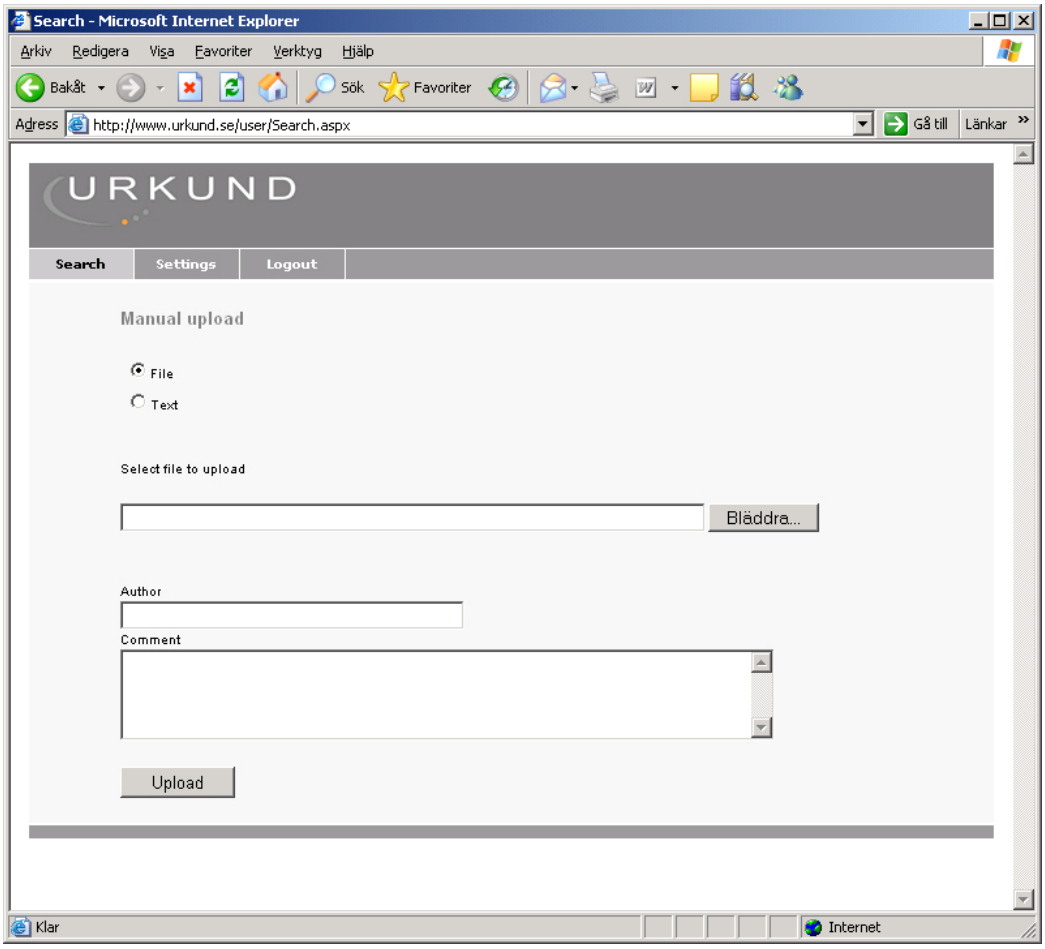
## Free text

This is the default setting when entering the page. Type in the text you wish to analyse in the search box (a minimum of 400 characters), then enter the title and the author.  Click on the [Upload]-button and Urkund does searches on the Internet, in our archive of student material and in our published material. The following day the result is sent to your inbox just like when submitting text attached in an e-mail.



## File

Instead of sending a document via e-mail, this function can be used. Change the view by clicking on [File] instead of [Text]. Choose the file you would like to check by clicking on the [Scroll]-button and select a document.
Once you've found and selected the file, click on [Open]. Fill in the Author-field and any comments in the Comments-field. By clicking [Upload], the result will be processed and sent to your inbox the following day just like after a free text search.



# Practical information

- The student has to send you the document as an attached file. Text pasted or written in the e-mail will not be analysed.
- If a student do not attach a file, he or she will receive an error message saying that the document won't be analysed nor forwarded to the user.
- Submitted documents can be of almost any format. Urkund supports the 300 most common formats, apart from Open Office's own format [.sxw]. PageMaker [.p65] and MS Publisher [.pub] are not word processing formats and support for these is therefore not available. Support for MS Office 2007 is under development.
- The students should avoid submitting documents created with PDF-Creator or any other free software for pdf-conversion. These rarely follow Adobe's standards for pdf:s and the documents are often converted into text which the system is unable to extract for Analysis. Pdf-documents created by Adobe are analysed by the system as long as they are not locked for text extraction.
- If a student sends in a document in the wrong file format, for example essay.%&@ or "dissertation.xxx, he or she will receive an error message via e-mail informing them that the document cannot be analysed. In these cases, neither e-mail nor document will be forwarded to you.
- More than one document can be attached in the same e-mail. All documents will be analysed without any matches being made between then. Only one Report is sent out which contains the results for each of the attached documents.
- E-mails sent in from the same e-mail address are all compared to Urkund's sources like usual. However, the system does not match these e-mails with documents sent in from that very e-mail address. The reason for this is so that no unnecessary matches are made in earlier versions of the same document.
- If a spam filter is installed it may be necessary to add mail from registrator@urkund.com, newsletter@urkund.com and support@urkund.com as "permitted".
- If external interruptions do not occur you will receive your student's e-mail within 24 hours of it being sent. The reason why the delivery of the document and the Analysis can take up to 24 hours is so that work that has been sent in by other students at the same time can be used as sources and possible matches can be presented in the Analysis. Normally, however, the Analysis is delivered the following morning.
- All e-mails are given a time and date when it is received by Urkund. That way it is easy to see if the deadline has been met.